

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: July 8, 2016

RE: **Town Administrator's Report**
June 25, 2016 through July 8, 2016

1. **Accomplished/completed** the following:

- We made it through 4th of July weekend!!!!!!!!!!!!!! **Tremendous appreciation and thanks** to our Road and Parks staff, our Police Department staff, our MRF staff, our Fire Department and our Ambulance staff for the great work you all did this last weekend!! The roads and parks looked wonderful, there was very little garbage on the street, there was very little crime, everyone loves the bike patrol and Officer Thom, the MRF was open on July 4th and busy, and Fire and Ambulance folks were on call all weekend but had few calls!! Whew!!
- The Solar Array dedication went very well! There was a good attendance and lots of interest! Larry Bean did a great job as MC, and our other speakers were very informative. Cindy did a great job explaining the butterfly pollinator garden, which is also an exciting project! Thanks to those of you who attended.
- Kristian and others also had a lot of positive feedback about the additional restrooms downtown. Kristian pointed out that there are now 3 public restrooms within a block of downtown (by Bell Street, the Rec Center and the pocket park).

2. **Coming up/Working On**

- I am working on purchasing policies and procedures and hope to have a final draft to you for the second meeting in July.

3. **Town Board Agenda – More Information/Comments**

- Big Bay Town Park Reservation System/Leisure Interactive – Town Treasurer Carol Neubauer is pursuing some courses of action that we hope will convince Leisure Interactive to give us our money.
- Big Arn's Road – I have contacted a wetlands delineator who has worked on the Island. She estimates a delineation of the Big Arn's/Brian's Road area to Miller Farm Road will be approximately \$6,500.
- Business Permit Big Bay Town Park – The Town Board will make a decision about adopting the amended ordinance and setting a business permit fee. Chapter 432 will need to be repealed and then a new one adopted with the changes

- Policies and Procedures for the Cost of Living and Merit Wage Increases – The Town Board will make a decision as to whether to adopt or not.
- Policies and Procedures for Employee Performance Evaluations – The Town Board will make a decision as to whether to adopt or not.
- Date of wage/salary increase for Ambulance – Please see separate memo.
- Tax Assessment Correction – Please see separate memo.
- Septic Contract with Island Septic – Please see separate memo and contract.
- Opening and Use of Pickerel Street – Please see separate memo.
- Propane Requests for Proposals – Please see separate memo.

4. **Follow Up on Previous/Ongoing Projects**

- Barb and I continue to work on the Personnel Policy with Town Board member Sue Brenna and Glenn Carlson – we are getting close to being through the first draft.
- I continue to work on getting contracts and personnel policies and procedures in place

5. **Grant Report**

Nothing to report

6. **Lawsuits/Legal Issues**

Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc. Nothing to report.

7. **Comments/Other Information**

None.

Cc: Department Heads
Micaela
Waggie