

TO: Town Board

FROM: Lisa Potswald

RE: Interim Town Administrator's Report for the period **June 23 through July 10, 2015**

DATE: July 10, 2015

1. Since June 23, 2015, we have **accomplished/completed** the following:

- Completed 2 of 6 performance reviews – the remainder will be done by July 30, 2015
- Dealt with 2 personnel matters during this time period
- Completed transition of insurance companies from old to new
- Prepared contracts for septic, propane, and assessment services
- Completed a draft of the Town Administrator job description
- We all got through the 4th of July weekend!!!

2. **Coming up:**

- The auditors will be here next week – I will meet with them to discuss their findings
- A Department Heads meeting is scheduled for Thursday, July 16 at 8:00 a.m.
- I will be on vacation beginning Monday July 27 and back to work on August 3, 2015.

3. **Grant Report**

- I completed final reports to the Apostle Islands Area Community Foundation for the SCBA grant and the Multicultural Sign grant. I also completed a final report to the Woods Foundation for the SCBA grant.
- The Boating Infrastructure Grant Program grant is due on August 28, 2015. The Town previously applied for funding of the transient dock project, but was turned down. The DNR contacted Barb to encourage the Town to apply this year, however the property at the end of Middle Road was never secured.

4. **Hiring Permanent Town Administrator – For Your Consideration**

- Who do you want to be in charge of the hiring process?
- Do you want to set up a time line by which the Town Administrator will be hired?

- How do you want to review applications, and who do you want involved in the review process?
- Who do you want to be involved in the interviews?
- How do you want to develop the questions that are asked?
- How extensively do you want to advertise? Ads cost \$850 for the last hiring process.
- Do you want to conduct a background check? If so, how extensive?