

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: August 19, 2016

RE: **Town Administrator's Report**
August 6, 2016 through August 19, 2016

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

- We finalized the policy and procedure for performance evaluations and cost of living/merit increases, which the Town Board approved. All employee performance evaluations are to be completed by August 31, 2016. We will present to the Town Board a list of employees who have been evaluated and have been recommended for a merit increase at the **September 13, 2016** Town Board meeting.
- Budget training was conducted on Thursday, August 18 at the Fire Hall. It worked very nicely to put the budget file up on the screen. Lisa outlined deadlines and expectations, and Barb walked through the various forms and explained how the shared drive will work. Thanks much to Mike Anderson and Jim Patterson for attending and contributing to the discussion.

2. **Coming up/Working On**

- In a continued effort to reduce paper, the Town Board going forward will receive the Designated Fund Summary Page and not the 14 pages of detail. Micaela will have the full Designated Funds report in case a Town Board member wants to see it during a meeting or wants a copy. It is also an option to have the entire report emailed to you – please let Barb know if that is something you want.
- I will begin reviewing the emergency operations plan and work with staff and volunteers to make changes. Barb recommended that we add a budget line item for emergency-related purchases.

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

- Big Bay Town Park Reservation System/Leisure Interactive – Town Treasurer Carol Neubauer made some local connections and found a California attorney to approach with our situation. You have received a copy of a letter sent Mr. Scott Nichols who will introduce our situation to Mr. Steve Johansen, Attorney At Law (<http://www.johanson-assoc.com/attorneys>). I will keep the Town Board informed regarding this matter.
- Big Arn's/Brian's Road – You have received a separate document describing the steps the Town must take in this project, approximate costs, how the Town Board has approached similar projects in the past, and considerations for the Big Arn's/Brian's Road project.
- Town of La Pointe Zoning Services Budget Request – Please see separate memo.

- Superieur Petrol - The situation has improved with Superieur Petrol on at least a short-term basis. They now will provide fuel this winter; they found a truck to lease to replace their broken truck that sits on the Island. HOWEVER, this opened our eyes to our tenuous situation - we should plan accordingly for the future and possibly get larger tanks on the Island that will sustain us through the winters.
- Purchasing and Contracting Policy and Procedure Manual - Please see separate memo.
- Job Descriptions – I missed some critical information and used the wrong terms in the Ambulance Director and Assistant Ambulance Director job descriptions as pointed out by Barb. I ask that you approve the updated job descriptions.

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.

5. **Grant Report**

None.

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