

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: August 5, 2016

RE: **Town Administrator's Report**
July 23, 2016 through August 5, 2016

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

- We completed the Non-Motorized Vehicle Ordinance update and permitting process. The updated ordinance went into effect on July 21, 2016. As of today, two businesses have applied for their permits and one has received their permit. I am waiting for insurance information from the second business. Any business that has not been granted a permit will, starting Monday, August 8, be fined for every day they don't have a permit up to seven days. After day 7 their equipment will be impounded.
- We also finalized the policy and procedure for performance evaluations and cost of living/merit increases. A memo has gone out to department heads to begin the performance evaluation process with their employees and those in appointed positions. I want to have all performance evaluations completed by August 31, 2016.

2. **Coming up/Working On**

- I am working on purchasing policies and procedures and hope to have a final draft to you for the first meeting in September. I want to have department heads review it before it comes to the Town Board for approval.
- Unless the Town Board wants to continue the practice, I would like to stop distributing appointed officials' time reports to the Town Board. We don't distribute any other staff or volunteers' time reports to the Town Board, so it seems a bit inconsistent. Town Board members are welcome to see any of these reports at any time – you can request them from Barb.
- Barb and I are putting together budget instructions for department heads which will also be distributed to Town Board members. Budget training will be held on **Thursday, August 18 from 8:00 to 9:30 a.m.** – Town Board members are welcome to attend as well. Barb has done an amazing job of putting together online budget files for each department, which will make the transition to the three-year budget less painful for department heads.
- Attached you will find some interesting information about the potential of forming a Great Lakes Island association, similar to the one referred to in the state of Maine. The concept is that island communities have more in common than with the mainland, and can learn from one another. Max from the Chamber and I will work with Brandon Hofstedt from Northland College to find out more about the concept. I will pass on more information as it becomes available.

- After I complete the purchasing and contracting policy, 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; we now have six cases of water and a cooler in the Town Hall basement for emergencies. Chief Defoe took it upon himself to purchase these items.

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

- Amendment to the Intermunicipal Agreement Between Ashland County and the Town of La Pointe for Zoning – You have received a copy of the Zoning agreement signed by Ashland County. The proposed budget request to Ashland County for 2017 is due to the county by August 31. Ric and I will work on the recommended budget request for 2017; it will be on the next Town Board agenda for your consideration.
- Big Bay Town Park Reservation System/Leisure Interactive – Town Treasurer Carol Neubauer has some leads on California attorneys if it is decided that we pursue this matter legally. I have checked with our insurance company to see if our loss might be covered through insurance.
- Big Arn’s/Brian’s Road – Barb, Kristian and I are working to come up with funding options for the construction. Due to the busy season, we will get something to you in September.
- Lease Equipment Agreement with Nelson Construction – You have received a copy of the signed 10-year agreement with Nelson Construction to use the tables and benches for their annual Christmas Party.
- Updated Information on the MRF Truck – You have received information regarding the status of the MRF truck from Kristian, along with the updated financial report from Barb.
- Budget Process/Calendar for 2017-2019 Budget - Attached you will find the draft budget calendar for your consideration and approval.
- Town of La Pointe Logo - The Town stationary has had the recycling logo for many years (AKA “The Drunk Duck”). The Alternative Energy Committee developed a logo for the La Pointe Resiliency Project through a contribution by Madeline Island Candles. The Town Board may want to consider moving to a new logo that could be used more extensively, like on Town building signs and other places. See attached. The Department Heads review it at their meeting this week, and it was recommend that we may want to add the state to the top (Town of La Pointe Wisconsin).
- Chippewa Fire District Contract for Petroleum/ Hazardous Storage Tank Inspections - 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.

5. **Grant Report**

The Fire Department wanted to apply for a Duluth Superior Area Community Foundation grant for thermal imaging equipment; however I did not get the information in time to apply. There will be opportunities in the near future to apply again.

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