

TO: Town Board

FROM: Lisa Potswald  
Town Administrator

DATE: September 9, 2016

RE: **Town Administrator's Report**  
August 20, 2016 to September 9, 2016

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

- All Department Heads' performance evaluations were completed by August 31. You have received a separate memo regarding recommendations for merit increases.
- The Purchasing and Contracting Policies and Procedures is on the agenda for a first read. It seems like it should be simple to put together, but it wasn't!

2. **Coming up/Working On**

- From now until November, it is all about the budget! I have all the capital equipment forms in and will be updating the Capital Equipment Plan. Kristian, Ben and I are working on the Capital Improvement Plan – we will have that done for your review by mid-October. Department budgets are due to me by September 19.
- 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 – You have received a memo from Treasurer Neubauer on this matter.
- Request for Vacation Extension for MRF Assistant – Due to changes in operations at the MRF, Carey Baxter is asking for an extension of 59 hours of vacation through December 31, 2016 to avoid losing them on his anniversary date of September 14, 2016. I request that the Town Board approve this extension.
- Big Arn's/Brian's Road – Supervisor Brenna asked for some additional information regarding the report that was submitted to the Town Board at the August 23 meeting. Because we are gearing up for budgets, I have not yet gathered that information; however I will have it ready for the September 27 meeting.
- Purchasing and Contracting Policy and Procedure Manual - Please see separate document for your first review and comment.

- Turnout for Transportation Meeting and Information – You received a memo from Wisconsin Towns Association Executive Director Mike Koles dated 8/26/16 regarding efforts to find a solution to infrastructure funding on a statewide level. The memo asks the following: 1) Discuss at your next meeting the three specific infrastructure situations that are plaguing the community and identify how they are negatively impacting the Town; 2) Email these to the WTA; 3) Attend the county meeting on Turnout for Transportation (No information is available about meetings in Ashland or Bayfield counties yet); and 4) Pass resolution 2016-0913 (attached).

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 Wisconsin Coastal Zone program has stated they will entertain a grant from the Town for engineering and permitting work to put a second walkway down to a floating dock on the lagoon at Big Bay Town Park. The purpose of the second walkway is to reduce traffic on the primary stairway and bridge and to provide better accessibility to the water. The grant is due November 1.

6. **Lawsuits/Legal Issues**

No active legal issues.

7. **Comments/Other Information**

None.

Cc: Department Heads  
Micaela  
Waggie