

TO: Town Board

FROM: Lisa Potswald  
Interim Town Administrator

DATE: December 18, 2015

RE: **Interim Town Administrator's Report**  
December 5, 2015 through December 18, 2015

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

- The Norvado folks were again in the Town Hall on Thursday 12/17 to set up the new phone system and to provide us with some training on the phones. All people in the Town Hall and Kristian got new phones. We will test them and then determine who else may benefit from the technology. I will also be writing an article for the next Gazette explaining the phone system.
- Attached are my draft 2016 Goals for your review and discussion at the 12/22 Town Board meeting. I want to make sure that we are all working in the same direction, and on the same priorities, so please feel free to recommend changes. They were reviewed with the Department Heads at the meeting held on 12/17.
- I attended the Fire Department's monthly planning meeting on 12/16/15 as part of my plan to focus my learning in 2016 on the Fire Department and Ambulance Service. I will attend both Fire and Ambulance monthly meetings for the next year, and will provide administrative support in whatever way possible.
- The December 7<sup>th</sup> budget meetings went well; the 2016 budget was passed. There was very positive feedback about the budget book and meeting presentation prepared for the public.

2. **Coming up/Working On**

- Kristian and I are working on the RFP for the Fire Department and Winter Transportation building roofs. Carol is working on financing.
- Kristian and I will also begin gathering information for the Capital Improvement Program in January. This will consist of a comprehensive assessment of all Town-owned buildings and property.
- A survey of all airport users was recently conducted. I will compile that information soon.
- I will begin working on the policy for cost of living and merit pay increases for town employees. This will then be reviewed by the Department Heads and submitted to the Town Board for approval. Department Heads will then make recommendations based on performance appraisals. I recommend that any merit increases will be retroactive to January 1, 2016.

- I heard back from Erica Peterson regarding the National Marine Sanctuary Nomination and the recent meeting held to discuss the nomination. They will be putting a video of the meeting on their website, so as soon as I get that information, I will forward that link to the Town Board so you can watch it. Erica wants to then do a presentation to the Town Board and hopefully the Island public about the nomination.

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

- **Recyclables Question-** A Town Board member asked at the 12/8 meeting about payment for recyclables. The MRF shipped 35 bales of aluminum and 10 bales of cardboard in November/December for an approximate payment to the Town of \$7,993.00. We have not yet received these payments.
- **Business Permit for Big Bay Town Park –** Kristian and I will put together a policy/procedure to be approved by the Town Board. We recommend that the Business Permit fee be excluded from the 2016 Fee Schedule until the Board has approved the policy/procedure.
- **Aircraft Hangar Lease-** The Town’s hangar lease form has not been updated since 2010, so I reorganized the document, adding:

- numbered and titled sections;
- a sentence about returned checks and late fee; and
- a statement about storing hazardous materials according to legal requirements.

Katie Posewitz approved the document as to form; the Town Board must now approve it before lease renewals can be done for 2016. I intend to prepare addendums for all contracts in the coming year so they all have the same language.

- **Zoning Workshop –** Supervisor Childers has asked to schedule a Town Board workshop regarding zoning to ensure that everyone understands the actual and possible changes and ramifications of those changes to the Island. I prepared a draft agenda as a separate document, which I will distribute to the Town Board and to the Town Plan Commission chair.
- **Strategic Planning Workshop-** I put together a proposed process and time line for strategic planning for the Town Board as a separate document, which I will distribute.
- **Clinic Subsidy Agreement-** This agreement was prepared by the Barb Christiansen to outline the Town’s and Clinic’s mutual understanding about the subsidy the Town provides to the Clinic on a yearly basis. There has not been any written agreement in the past.
- **Clinic Lease-** This lease outlines the understanding between the Town and the Clinic regarding leasing the health clinic building. It is essentially the same document as in the past; however the Clinic is requesting that the lease be for 5 years rather than 2 years. I checked with Barb Nelson and she saw no problem with a 5 year lease. I am waiting for a response from our insurance agent as to the accuracy of the insurance language; however if I don’t hear from him I request that the Town Board still approve the agreement. If we need to change the language we can do an amendment.

- **Legal Counsel Resolution #2015-1222C**– We recommend that the Town Board officially identify the Town’s general legal counsel, so a resolution is being presented to you for your approval which includes rescinding Resolution #2008-0513.
- **Workers Comprehensive Insurance Proposal**- The Town received two proposals to write the Town’s workers comp insurance, which is up at the end of 2015. All workers compensation insurance carriers use the same rates; the only areas that differ are Dividends and Premium Discount calculations. The Town’s loss ratio is 5% or below. The dividend proposed by Horton is 19%, while the dividend proposed by Rural Mutual is 23%. Barb and I recommend awarding the contract to Rural Mutual for one year.
- **Contract #16-14 Between the Wisconsin Public Service Commission and the Town of La Pointe**- The Town received the contract for the \$75,000 grant to install a solar microgrid to power the Library and Health Clinic. I recommend that the Town Board approve the grant and approve the Town Board Chair to sign the agreement.

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

- **Big Bay Town Park Reservation System** – Nothing new to report on this topic.

5. **Grant Report**

- **Fire Department**- We will be closing out 2 fire department grants in January; a federal grant for the SCBA training and an Apostle Island Area Community Fund grant for equipment.
- **Big Bay Town Park WI DNR**- Reimbursement requests for Phase I (\$194,644), Phase III (\$55,686.25) and Trails (\$25,000) are completed:
  - Phase III and Trails were paid this fall.
  - ***The Phase I requested reimbursement check of \$194,644 was received on Tuesday!***
  - This leaves Phase II (\$115,532) grant reimbursement request to be finished and submitted to the WI DNR. Barb hopes to have the reimbursement documentation forms finished by the end of the year. It will take the DNR grant specialist a couple of weeks to review, verify and submit for payment.
  - The final BBTP grant reimbursement of \$115,532 should be received by the end of Jan. 2016.
- **Invasive Species/MIWP/WI DNR**-The Madeline Island Wilderness Preserve (MIWP) has submitted documentation to the WI DNR. ***On Wednesday the Town received \$16,847.81 from the MIWP!***

6. **Lawsuits/Legal Issues**

- **Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc** – Nothing new to report.
- **Notice of Circumstances of Claim and Claim and Notice of Claim: Craftivity Inc./Madeline Island School of the Arts** – Nothing new to report.



7. **Comments/Other Information**

- Just a reminder to the Town Board members that I will be continuing to do two jobs until spring 2016. While zoning is less busy in the winter, I still have zoning work to get caught up on over winter, and it could pick up again as early as March.
- An employee met with me to discuss concerns about the 1% salary increase in 2016; that it was not sufficient given that we live on an island, the actual cost of living increase, etc. I explained the process used for determining wage increases for 2016, and that we will be determining possible merit increases in the near future. The employee agreed that I should pass the frustration/concerns on to the Town Board.

Cc: Department Heads  
Micaela  
Waggie