

TO: Town Board

FROM: Lisa Potswald
Interim Town Administrator

DATE: December 4, 2015

RE: **Interim Town Administrator's Report**
November 21, 2015 through December 4, 2015

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

- The Norvado folks were in the Town Hall yesterday wiring for the new phone system. They intend to have the system functional by the end of 2015. We will provide you with more information about how the system works once we receive training.
- We have a wonderful new addition to the Town Hall – a vestibule! This was recommended by the Alternative Energy Committee to reduce heat loss through the front door, and was built and installed by our Road Crew. We (Town Hall staff) love it!!!
- Attached are my draft 2016 Goals for your review. They will be on the 12/22 Town Board agenda for discussion. 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.

2. **Coming up/Working On**

- Barb and I are putting together a budget book to be provided as an educational tool to the public about the Town's Budget. It will be ready for the public on December 8. 2016 will be our first shot at it, with the intention to refine it over time.
- Kristian and I will begin working on the RFP for the Fire Department and Winter Transportation building roofs.
- Kristian and I will also begin gathering information for the Capital Improvement Program in December. 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.
- We will be closing out 2 fire department grants; a federal grant for the SCBA training and an Apostle Island Area Community Fund grant for equipment.
- I have been contacted by Jeff Beirl to begin discussions regarding the zoning service agreement with Ashland County, and have exchanged proposals for funding zoning services with him. We do not yet have meeting dates established.

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

- **Business Permit for Big Bay Town Park** – Kristian and I are proposing requiring a Business permit for any business who comes on site to conduct their business at Big Bay Town Park. The proposed fee is \$200. The permit is being proposed because of problems last year between businesses operating in the park. Business owners must agree to conditions that must be followed to receive and maintain their permit. This has been included in the 2016 Fee Schedule you are asked to approve at this meeting.
- **Park and Recreation Plan** – The Town Plan Commission has been working to update the Parks and Recreation Plan over the past year, especially as it relates to Rieman Park. The

Town Plan Commission moved to recommend adoption of the updated Plan by the Town Board.

- **Future Legal Counsel** – In searching for information requested by one of the insurance attorneys, we discovered that the Town Board has not officially identified which legal counsel we are using. Absent any official decision, we have continued to work with Katie Posewitz from Fauerbach, Martel and Posewitz, and with Peter Albrecht for personnel matters. 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.
- **Town Board Workshops** – 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 – as Zoning Administrator, I support this. In addition, I recommend that we schedule one or more workshops to begin strategic planning for the Town Board’s priorities and goals for 2016 and beyond.
- **National Marine Sanctuary Nomination** – We were contacted by Erica Peterson from Bayfield who is working on this nomination. There will be a meeting about the nomination on December 14 at 7:00 p.m., which does not allow Islanders to attend without staying overnight. Erica offered to come to a future Special Town Board meeting to discuss the project, so I’d like to know how you want to proceed.

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

- **Big Bay Town Park Reservation System** –Carol is working with our present vendor to get the Town paid up for 2015. She is also working with a payment vendor used by the reservation system vendor to have the Town automatically paid for each reservation. She is confident that we can have this process in plan by January 1, 2016 – this would alleviate any further problems with payments. Nothing new to report on this topic.

5. **Grant Report**

- **AEC Grant** - The Town was awarded a \$75,000 Clean Energy Implementation grant through the Wisconsin State Energy Office. The Town Board must pass a resolution to accept the grant if that is the will of the Board. We should be receiving the contract shortly.

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.

Cc: Department Heads
Micaela
Waggie