

TO: Town Board

FROM: Lisa Potswald

DATE: August 7, 2015

RE: **Interim Town Administrator's Report**  
July 25, 2015 through August 7, 2015

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

- Completed 5 of 6 Department Head performance evaluations and job description reviews
- Reviewed draft Town Administrator job description with Waggie and Barb; made recommended changes so ready for Town Board review – see attached.
- Spent a fair amount of time on working on legal issues regarding complaints, active and possible lawsuits
- Reviewed law enforcement budget in preparation for meeting with Ashland County
- Followed up with Town's attorney, building inspector and State of Wisconsin regarding complaint
- Completed draft Contract and Purchasing Policies and Procedures for Town Board consideration – see attached.
- I have completed the paperwork to become a notary. This will take some of the responsibility off of Barb, as many people come to the Town Hall for this service.
- Staff met with AI from Rural Mutual on Friday 8/7/15 to go over policy questions, procedures and issues. There are four issues for additional consideration that we discussed:
  - Liability coverage for the airport (coverage is presently with Horton and up in December)
  - Worker's Comp (coverage is presently with Horton and up in December)
  - Coverage for equipment the Town borrows to use
  - Fire/EMS disability/death riderWe will get more information and discuss during budget discussions.

2. **Coming up**

- There will be a regular Department Heads meeting on Thursday, August 20, 2015 at 8:00 a.m.
- Town Board members Mike Starck and Mike Anderson, Bill DeFoe and I will meet with Ashland County Administrator Jeff Bierl on Tuesday, August 11 to discuss the Police and Zoning budgets.

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

- Town Hall Business Hours of Operation. Barb, Waggie, Micaela and I have discussed how we might work more efficiently, and one of the options we want to bring to the Town Board is to reduce the hours of operation by one hour, to 8:00 a.m. to 3:00 p.m. Mondays through Fridays, locking the door at 3:00. Town Hall staff will gather information for the next few weeks to document walk-in traffic between 3:00 and 4:00 p.m.

4. **Grant Report**

- The State announced the Wisconsin Coastal Management Program for 2016-2017, with grant applications due November 2, 2015. Kristian and I both agree that given the budget situation there is no match available for projects this year. I suggest that the Board use a future workshop to look at and prioritize projects so we can do the appropriate prep work and plan for upcoming grants when they become available.

5. **Other Comments**

- Extensive thanks to Barb for covering while I was gone on vacation – she did a great job as always. Washington Island was very interesting – my husband wants to move there because they have a hardware store!!

Cc: Department Heads  
Micaela  
Waggie