

TO: Town Board  
FROM: Lisa Potswald  
Town Administrator  
DATE: May 6, 2016  
RE: **Town Administrator's Report**  
April 23, 2016 Through May 6, 2016

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1M  
1W  
1B  
Public

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

- Kristian and I completed the DNR grant for Joni's Beach and got it in the mail on April 29.

2. **Coming up/Working On**

- Big Arn's/Brian's Road information collection and the sudden discontinuance of our garbage collection contract is taking up a lot of time. It is also now rental permit renewal time – sending out letters and permits for over 130 rentals will keep me busy in May.
- Al Scheifelbein, the Town's agent for Rural Mutual insurance, will be at the May 24<sup>th</sup> Town Board meeting to answer any questions you may have about the Town's insurance coverage. A loss control specialist will be coming to conduct an inspection and meet with Town staff earlier in the day to identify potential risks related to fire, crime, liability or accidents.

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

- **Big Bay Town Park Reservation System/Leisure Interactive** – a letter was sent by our attorney on April 14, 2016 giving them 30 days to pay what they owe us in full. We have heard nothing.
- **Purchasing parcels on Main Street** - The townspeople voted overwhelmingly in favor of purchasing this property. We will wait to hear from the Ashland County Land and Zoning Meeting to be held on May 12, and if they are in favor, then it will be brought up at the next County Board meeting.
- **SmithGroup JJR Contract** – This contract is for the survey, design and permitting for the Town Dock expansion. They are prepared to start the work as soon as the contract is signed; I ask that you approve it. The \$25,000 has been budgeted in a designated fund.
- **Big Arn's Road and Brian's Road** – You have received a separate memo regarding this topic.
- **YWS Technology Agreement** – You have received a fair amount of information regarding this topic. I ask that you approve this contract to begin bringing our computer equipment and systems up to municipal standards. Please be sure to let me know if you want additional information.
- **Request to Waive G. Nelson CUP Fee** – See separate memo.
- **Zoning Administrator Position** – See separate memo.

- **Insurance Renewal** - The Town's insurance is up at the end of May, 2016. We have received our quote for the coming year from Rural Mutual; Barb will put together a simple comparison of rates if there are any changes. The Town will not solicit quotes, and we have not been contacted by any other companies to ask if they can provide us with a quote.

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

5. **Grant Report**

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