

## Town Administrator's Report

August 26, 2014

The areas and issues with which we have dealt or are dealing since the last Regular Town Board meeting are as follows:

- **Personnel Policy** – We continue to move forward on assembling a comprehensive and usable Personnel Policy – and Employee Handbook – that reflect current laws, regulations and procedures. The working group has now begun working through each section, ensuring it is correct – to the best of our collective ability – and corresponds with those sections preceding and succeeding them. The group hopes to have a completed Policy and corresponding Handbook ready for our employment attorney to review and submit to the Town Board for approval shortly after the conclusion of budget development.
- **Law Enforcement Review Panel** – The Panel sign-up was posted and the Resolution was reviewed and discussed with the Town Attorney to ensure accuracy, statutory compliance and its ability to best respond to the demands of the community. There were several modifications that were recommended and are before the Board this evening – none of those recommendations alter the thrust or substance and none impede the screening of potential candidates. In addition the Town's insurance carrier was contacted and assured the Town that it and the Panel were covered under three (3) different areas of the Town's policy.
- **Contract and Grant Tracking** – The Administrative Assistant and Zoning, Zoning and Planning Administrator and the Town Administrator are working on a procedure and plan by which all Grants and Contracts are tracked to ensure that we understand which have been applied for, secured or agreed, and/or concluded. This tracking system will be easily referenced and understandable and that the status of every grant and/or contract can be reviewed. The system will avoid confusion, misunderstanding and anxiety.
- **Department Budgets and Plans** – Continued meeting with Department Heads as the process of long-range planning – capital investment and

improvement – succession and budget development progresses. Substantial progress has been made and individual Dept Head/Town Administrator meetings will commence to ensure that the Budget process which is about to commence will reflect a longer view and greater comprehension than may have previously been the case. In addition, the entire Designated Fund classification has been reviewed, consolidated (when appropriate) and eliminated (when usefulness or purpose has expired).

- **Propane Supply** – The Town has communicated with several propane suppliers in Northern Wisconsin about supplying the Island with propane. The Town has met with Midland Services with regard to their potential interest in siting tanks and supplying propane to the Town. Midland has expressed substantial interest in the possibility of siting one or more 30,000 gallon bulk storage tanks and a delivery vehicle on the Island. This would ensure a continuing supply of propane to the Town - and others – independent of politics or personality. Talks with Midland continue.
- **Big Bay Town Park** – Discussions have been ongoing with regard to what lessons have been learned as our first full season with an enlarged and improved Town Park is drawing to a conclusion; what can we do, institute or include to ensure the Park operates smoothly, safely and effectively. The Administrator has been engaged in discussions with the Town Foreman, law enforcement and the Park Host regarding what we might do to decrease problems and increase enjoyment – those discussions continue