

TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
WEDNESDAY, JULY 22, 2015
Following the Town Plan Commission meeting
Approximately 5:30pm AT TOWN HALL

Town Board Planning and Education Meeting/ Workshop
Approved Minutes as corrected
Correction crossed out and italicized

Present: Jim Patterson, Mike Anderson, John Carlson, Michael Childers, Mike Starck

Staff present: Lisa Potswald, Micaela Montagne

Public Present: Glenn Carlson

1. Call to Order: at 5:23pm

2. Planning and Discussion on the Following Topics: Discussion on which items to discuss, what the priorities of the Board members are, and how can the agenda items be grouped together since some deal with similar issues. It was decided to discuss items related to administration and Board member responsibilities, and then the items related to the budget, and go from there.

C. Town Administrator Position: G. Carlson submitted and read a letter stating that he was involved in the last Town Administrator hiring process and believes that the position is needed, but that it needs better execution, supervision, communication, and managing. Many Board members agree with G. Carlson that the Town needs an Administrator. Discussion on whether to post and go through the hiring process soon or wait until after the budget process or later in the year. It was decided to post, consistent with ~~policy~~*practice*, and so it is known what to budget for next year. The process will be to first review and update the Town Administrator Job Description which Lisa Potswald has been working on and will have available to the Board for review the first regular meeting in August.

D. Personnel Policy Update

J. Town Board Department Liaisons: Discussion on not wanting to short circuit the chain of command with department heads and Town Administrator, but thought it might be good to have liaisons for Library, Clinic, Committees, and the Chamber of Commerce.

M. Town Board Member Roles vs. Professional Staff Responsibilities: Discussion on how Town Board members are responsible for policy and having Board members help with assignments and not just drop work on others, but always going through the Town Administrator as to not undermine their authority and supervision.

B. Big Bay Town Park Reservation System: Treasurer C. Neubauer and Interim Town Administrator L. Potswald are working on the current issues of payments. Will be looking into a new reservation company this fall.

K. Build Employee/Community Confidence in Town Board: Agenda item asked for by Supervisor Anderson. Somehow would like to better communicate with the community, to help them understand what the Board is doing and settle ongoing discussions.

A. Capital Improvement/Equipment Plans: Presented by Interim Town Administrator Lisa Potswald and will be a part of the budget cycle this year. All departments are required to fill out a Capital Improvement Plan and inventory form that will better assist in prioritizing Town projects. Department heads will also fill out a Capital Equipment Plan form for each piece of equipment; what needs to be replaced and when. L. Potswald will take all of the information from the departments and compile it to ensure things are being taken care of, to improve the quality as well as health and safety of employees and public. This will also assist Administrative Assistant B. Nelson in finance, and also minimize impact of some upcoming retirements that may happen in the next few years.

G. Purchasing/Contracts Policy and Procedures: Chairman J. Patterson mentions that the Board is not 'catching' things when reviewing some documents, and Administrative Assistant B. Nelson is doing a lot of the work. The Purchase Service Contract procedure will aid in this. Discussion on the possibility of having a grant contract with the Clinic, to look into if the State does a bid to get in on it if we want it. L Potswald will do more with that in the future.

P. Non-Motorized Vessel Tabs: Item placed on agenda by Supervisor Carlson. He noticed not all of the tabs on the canoes and kayaks at the Town Park are updated, and maybe enforcement is difficult because the tab due date/ cycle is June 30- July 1st, and the Parks staff is so busy at that time. Can be further looked into when discussing the Big Bay Town Park as a whole.

E. Town Dock Project

F. Transient Dock Project: Discussion on how both Town Dock and Transient Dock projects to be looked at and gone over by the Harbor Committee. Transient dock not moving forward at this time due to inability to acquire a needed easement. Maybe have a representative from the Harbor Committee at a Board meeting.

H. Code/Ordinance Review

I. Community Center

L. Big Bay Town Park Budget

N. Budget Preparation

O. Long-Term Planning

These Items not discussed in specifics.

Q. Other Items: The Board would like to meet again like this, a good time to just discuss projects and other issues. Would like to meet again prior to the budget workshops and meetings.

3. Adjourn. Motion to adjourn, M. Childers/ M. Anderson, 5 Ayes, Motion Carried. Adjourned at 6:42pm.

Submitted by Micaela Montagne, Town Clerk.

Approved as Corrected: changed 'policy' to 'practice', August 11, 2015, Micaela Montagne.