

**TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
TUESDAY, SEPTEMBER 1, 2015
4:30pm AT TOWN HALL**

Town Board Planning and Education Meeting/ Workshop
Approved Minutes

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

Staff present: Lisa Potswald, Micaela Montagne

Public Present: Jim Peters, Dick Hoffman

1. Call to Order: 4:30pm

2. Planning and Discussion on the Following Topics:

A. Town Administrator: Job Description and Position: Interim Town Administrator Lisa Potswald prepared a job description from combining sources from other Towns as well as the last description used, and had it reviewed by both B. Nelson and K. Erickson. Some of the items in the description were taken out of the Administrative Assistance description, as they are things that B. Nelson has picked up over the years, but were not intended to be her responsibility. Discussion on how the Town Board Chair is the immediate supervisor to the Town Administrator (for contact and checking in), but the Board as a whole is still responsible for larger decisions.

Discussion on the Town Administrator's roll in the budget; Supervisor Childers would like to have the language in the job description be strengthened to reflect the need of the Administrator to not only work to prepare the budget, but to also keep it on track throughout the year. In regards to the Town Administrator being the supervisor of the department heads, discussion on whether or not the Town Board should be involved in hiring and firing of employees under the department heads, or whether it politicizes the hiring of those positions. It was decided that the Board will have input on which positions are going to be filled and, from a budgetary standpoint, what the wages will be; but the Board will allow the Department Heads to choose who is hired for the positions under them since they are the ones working with them on a day to day basis. The hiring of the department heads will be a Town Board decision. Updates to the job description will be available for approval at the next regular Town Board meeting, as well as a proposed timeline on the hiring process and a sample posting for the position.

D. Town Board Liaisons: the discussion on liaisons included having the Town Administrator be a liaison as well for some committees. The Board wants to have more consistency with the committees, by having the Town Administrator as the liaison for committees like Alternative Energy, Harbor, etc, that consistency and communication will improve. The Town Board agreed that they would like to have Board members as liaisons for other boards such as the Clinic Board, Library Board, Madeline Island Chamber of Commerce, and the Madeline Sanitary District. The assignment of liaisons will be on the next regular Town Board meeting agenda.

B. Town Hall Hours: The business hours of Town Hall are 8:00am to 4:00pm every day. The door is locked at 4:00pm so the staff has time to get more administrative work done. Town Hall staff are keeping track of the number of people who come in between 3:00 and 4:00 to see if the hours could be adjusted in the future.

C. Policies and Procedures: there is a policy book at Town Hall, Clerk M. Montagne prepared a summary of the book's contents with a brief description and the date it was last updated. The Board will look through it at their convenience to mark down the policies they believe are important and in need of updating.

N. Long-Term Planning: Discussion on how the Comprehensive Plan was updated last year, but how can the Board use it? It is a necessary document to get many grants. The Board decided to look through it on their own and have it on as a discussion topic at another workshop to see how they want to proceed.

H. Nominations Committee: The Community Awards Committee has not met recently and no awards have been presented. The Board would like to see the committee more active since there are many community members doing good deeds and going unrecognized. Interim Town Administrator L. Potswald to write the committee a letter to encourage them to meet.

I. MICC Long Range Planning Committee: discussed under liaisons, a Town Board member will be assigned to the Madeline Island Chamber of Commerce as a liaison.

K. Discuss Review of and Signatures on Vouchers: All vouchers need at least three (3) Town Board signatures on them to be approved and paid. Discussion on whether vouchers should have all five signatures on them so it is clear that all board members agree with the voucher. The Board decided that three signatures is fine, and that if a Board member has a question or a problem with something on a voucher, that it is their responsibility to ask either B. Nelson or L. Potswald about it.

G. Big Bay Town Park Reservation System: Foreman K. Larsen and Treasurer C. Neubauer are working on the issues with the reservation system company and payments made/not made to the Town. There is currently no plan as of yet, but hopefully there will be updates for the next Board meeting.

The following items not discussed in specifics at this time:

- E. Grant Funding for Waterfront Economic Development Projects
- F. Budget Preparation
- J. Purchasing/Contract Policy/Procedures
- L. Code/Ordinance Review
- M. Community Center

3. Adjourn: Motion to adjourn, M. Childers/ M. Anderson, 5 Ayes, Motion Carried. Adjourned at 5:35pm.

Submitted by Micaela Montagne, Town Clerk.

Approved as submitted, September 8, 2015. Micaela Montagne, Town Clerk