

**TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
WEDNESDAY, JANUARY 18, 2012
AT 5:00 PM AT TOWN HALL**

Present: Beth Fischlowitz [BF], Jim Patterson [JP], Greg Nelson [GN], Ham Ross [HR], Larry Whalen [LW]

Dept. Heads Present: Barb Nelson [BN]

Public Present: Glenn Carlson [GC]

I. Call to order at 5:02 PM

II. Town Administrator Position

A. Selection Process

B. Timeline of Events Leading Up to Hiring

C. Review of Job Responsibilities: discussion as follows:

JP invites Barb Nelson to speak up at any time.

GN adds that all department heads need to have input.

Section 1 Creation of the Office of Town Administrator

BF suggests eliminating 1.3 and not combining any positions.

General Duties

GN suggests that under General Duties, #1 remain as is.

#2 should be monitoring day-to-day operations; regarding minutes, the Administrator should liaise with the Clerk regarding minutes and keep up-to-date on the statutes. He feels the first two should be combined.

GC adds that #2 is more of a Town Clerk function.

GN adds that elected officials must continue to do what is statutorily required.

JP suggests that the word "monitoring" could be replaced with "familiarity with all minutes, Ordinances, resolutions & statutes."

HR suggests adding the word "assist."

BF suggests combining #1 & #2.

GN adds "work with elected officials."

GC clarifies that the Administrator would then be a failsafe for elected officials.

HR asks if the Administrator would relieve the Town Board of liaison responsibilities.

BF clarifies that the Administrator would be the person between the Town Board & the Department Heads.

HR asks if the Administrator would report to the whole Board or the Chair.

GN responds that the Administrator would get informed, make informed decisions & Make suggestions to the Board.

Consensus to combine #1 & #2.

GN asks if there is a need for an organizational chart. [Item #3]

GC suggests deleting item #3. The organizational chart is what it is right now.

BF suggests that the TB should make the organizational chart.

GN states that he feels there is a disconnect with some of the departments.

GC suggests that the Administrator would be accountable for the performance of the Department Heads with no power to fire, but to make recommendations.

GN asks if the Administrator would be making recommendations regarding all the employees or just the Department Heads. He suggested that Department Heads do job reviews/ performance evaluations.

HR suggests that the Department Head can ask for assistance from the Administrator.

BF says that the Administrator would supervisor the Department Heads, where now there is no accountability.

HR says that the Town should avoid micro-management of the Dept. Heads by the Administrator. JP responded that the Administrator should be considered a useful resource for the Dept. Heads. GC suggests a “How can I help the Town Board do their job” approach for the Administrator. HR reiterates that the Administrator position should not become invasive. GC adds that the Board must retain the power to dismiss; the Administrator can only go so far.

[Consensus to delete #3]

GN adds that the Administrator should be documenting problem areas: observation & Communication.

Item #4

GN begins by discussing things that could be done better.

BF adds that she feels #4 should remain with an example attached. [Better use of resources]

JP adds that the Administrator should be in regular contact with Department Heads: do you have the resources that you need; do you see problems?

HR adds that the Administrator should be spotting “make work.”

JP adds that the Administrator is a budgetary person as well.

[Consensus to leave #4 as it is.]

Item #5

GN asks if the Administrator will attend all meetings.

BF agrees that all meetings would be too much.

HR asks about how the Administrator’s job is budgeted.

GC replies that \$28 an hour has been budgeted.

LW suggests that attending Fire Department planning meetings would be helpful.

BF states that she’s always felt that the Sanitary District should be a branch of town government; it would take a vote of the Town Electorate to make this change.

GN asks if anyone has seen the minutes of a Sanitary District meeting.

BF suggested that the Administrator should attend occasional meetings of all departments.

JP concurs: a sampling.

GN & BF suggest that the Administrator attend all Town Board meetings, all Town Plan Commission meetings and other meetings at the convenience of the Administrator or if a group requests it.

JP said that the right kind of Administrator will want to go to meetings.

[Consensus: that the Administrator attend all Town Board meetings, all Town Plan Commission meetings and other meetings at the convenience of the Administrator or if a group requests it.]

Item #6

GN suggests that the Administrator should remain aware of information from the Wisconsin Towns’ Association.

[Consensus: replace the words “Keep informed” with “Remain aware.”]

Item #7

GN suggests that this one is stated backwards: the project should come first; then the funding.

BF suggests working with the Department Heads to find out what grants are currently being used.

GC asks if the Administrator should write grants.

GN suggests working with the Department Heads & the Town Board to find grants.

HR states that there is “so much here.”

GC adds that the Town does not want to set the Administrator up for failure. The Administrator should be taking his/her direction from the Town Board, and “regional economic development may be way down on the list.

GN gave as an example the fact that the Board recently spent thirty minutes of a meeting on kayaks & canoes at the Town Park. An Administrator could have researched this ahead of time and brought recommendations.

JP suggests deleting the first sentence of #7 and asking Glenn Carlson to blend the second sentence with other pertinent material.

LW suggests starting with the projects that most need doing.
GN suggests [the Administrator] knowing what funds to pursue.
BN suggests [the Administrator] help set long-terms goals & capital improvement projects.
GN suggests that the Administrator review the Comprehensive Plan.
BN suggests coordinating a wish list with all the Department Heads & the CEDS list. [Community Economic Development Strategies]

[Consensus was to ask Glenn to work with the wording of #7.]

Item #8

GN suggests that it would be appropriate for the Administrator to attend some County Board meetings & Bayfield School District meetings.

BF suggests combining this with item #5.

GN suggests as an example that the Administrator could work on a new Inter-municipal Agreement with the County.

[Consensus: combine #8 with #5.]

Item #9

GN observes that the procedures referred to in #9 are already in place.

BN points out that item #9 mentions “the public.”

BF suggests a regular *Gazette* column.

JP uses the word “ombudsman” to clarify this item & adds that this is the job of the Town Board.

HR wants to delete this item.

GN points out that if someone complains, it is appropriate to send him/her to the right Department Head.

JP suggests removing this item as the Town Board is the communication link.

GC adds that this item implies that the Administrator is at the center of all complaints.

[Consensus: delete Item #9]

Item #10

BF suggests deleting item #10.

BN suggests that the Administrator could be coordinating with the Chamber of Commerce.

BF concurs that the Administrator should be liaising with the Chamber as needed.

HR suggests a passive approach

BF stated that the Town has a moral & ethical obligation to support the people who are trying to make a living here.

GN adds that the Administrator should be a link.

HR adds “not to be an advocate.”

[Consensus: combine this item with items #5 & #8.]

Responsibilities To the Town Board

#1 GN: consensus to strike #1

#2 Agendas & Supporting Materials

GN feels the Administrator should review the agenda.

GC adds “familiar with all agenda items before the Town Board.”

BF suggests that the Administrator work closely with the Clerk & be able to stand in for the Clerk.

HR reiterates that there should be no micro-management of the staff.

BF stresses “be familiar with”

BN adds that the Administrator could coordinate out-of-the-ordinary meetings.

Consensus agreement with this.

GC suggests wording: “coordinate cross-developmental activities.”

[Consensus to ask Glenn Carlson to tinker with the language of this item.]

Item #3

GN suggests leaving as is.

HR suggests adding “liaise with Town attorney,” an organized approach to communication with

the attorney.

[Consensus: unclear]

Item #4

GN feels that this item is appropriate.

BF suggests a "written monthly report."

GC clarifies leaving out the word "oral."

[Consensus: leave this item as is except for removing the word "oral."]

C Personnel

(1) Direction of Appointed Employees

BF asks if everyone else took the word "appointed" to mean "hired."

BN suggests using the word "non-elected."

GC suggests "insure consistent application of personnel policy."

GN stated that the liaison system will be eliminated.

(2) Promotion/Termination

HR stresses that this must be done using due process.

BF stated that the use of regular reports regarding employees will be important.

GC added that there should be annual evaluations of Department Heads.

BF asks that the 90-day review for new employees be retained.

(3) [all those below the Department Head level]

GN begins by pointing out that the personnel policy is well-established.

GC adds that the Department Heads are responsible for the people who work for them & that the Administrator acts in consultation with the Department Head & Town Board.

BF wants "at the request of the Department Head inserted and adds that none of this takes away from the personnel policy.

HR wants to insert the phrase "per personnel policy."

(4) Personnel Records

GN feels this is over-expansive and includes much of what the Department Heads do.

JP suggests striking "approve vacation, sick day & wage scales."

GC suggests that all of it could be removed & asks if the Town Board wants the Administrator to be a step in the grievance process.

Consensus: yes.

GC . . .and report to the Town Board regarding grievances?

Consensus: yes

BN asked at what point the Town Board becomes aware of a grievance; she further stated that this needs to be in the policy: who is notified and when.

BF emphasized the need for discretion in personnel matters.

(5) Training Opportunities for Employees

BF feels that this one can go.

No disagreement.

D. Budgeting & Purchasing

(1) Preparation of Annual Budget

HR wants this removed.

BN/BF suggests using the word "assists."

(2) Administer the Budget

GN asks if the Administrator should be able to sign a purchase order.

(3) Report regularly on Town Fiscal Position

Consensus that this is what Barb & Carol do. [Administrative Assistant & Treasurer]

BF asks if BN wants help.

(4) Supervise the Town Accounting System

Consensus to remove.

BN suggests that the Administrator should be involved in meeting with auditors.

(5) Purchasing Agent

GN asks what is involved here.

Consensus that the Town does not purchase in this way, until

JP asks about propane

BN suggests that the Administrator could review contracts.

E. Public Works & Planning

(2) Coordinate

GN suggests "assist in coordinating public works."

GC asks if this is the Foreman's job.

BN suggests review by an employment attorney of the actual employment of an Administrator.

III. Resolution #2012-0118 Requesting Wisconsin Department of Natural Resource's Assistance: Harbor Feasibility Study: motion to request assistance from the WI DNR on the Harbor Feasibility Study. Beth Fischlowitz/Jim Patterson 5A MC

Adjourned at 7:10 PM

Submitted by Patty Hobin, Town Clerk

Approved as revised on 2/14/12 [Item #III did not appear on the original draft.]

Patty Hobin, Town Clerk