

**TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
TUESDAY, FEBRUARY 28, 2012
AT 4:30 AT TOWN HALL**

I. Called to order at 4:30 PM

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

Absent: Larry Whalen

Dept. Heads present: Mike Anderson, Keith Sowl, Connie Ross

Public Present: Kevin Chevront, Mike Starck, Larry Hobin, Ed Slaminski, Jerry Smith, Nick Nelson

II. Discussion and/or Input with Department Heads regarding Town Administrator position and their expectations of the Administrator

M. Anderson began by saying that he felt that the last Town Administrator [TA] tried to hold meetings of department heads at times when they were trying to do their jobs and therefore unavailable. He also feels that there is a disconnect between himself and the Town Board.

BF explained that with a TA, the liaison positions would be abolished in favor of a more uniform way of handling personnel and personnel issues. She added that the "planning" component would be a huge tool for the department heads. She also feels that Barb's [Barb Nelson, Deputy Clerk, Administrative Assistant] addition of "economic well-being" is a good idea.

Discussion followed regarding the failings of the previous Town Administrator.

GN laid out a possible time frame for hiring the TA: job description and ordinance in place by April; possible hire by June or July.

M. Anderson asked about a contract or agreement for the TA.

GN replied that that will be part of the discussion.

HR stated that he insists on a probationary period.

C. Ross asked about performance evaluations for the Library; she believes that the Library Board should continue to do her performance evaluations.

BF stated that a lawyer will have to decide that.

C. Ross reiterated that she feels the Library should be excluded from the TA's purview.

L. Hobin asked if the Town Board retains the ultimate authority to hire & fire.

Consensus response: yes.

M. Anderson asked how C. Ross might go about grieving a decision of the Library Board.

GN stated that the Town will have an employment attorney to advise it in that regard.

K. Sowl pointed out that the Town issues the Library's pay checks.

K. Sowl reviewed the memo dated 2/28/12 from B. Nelson [RE: Town Administrator Job Descriptions/Duties] and stated that he feels that the Board needs to specify when the TA's report is due to the Board each month; he also stated that he feels the TA should be providing as much research as possible to the Board. He added grant writing, oversight & administration to the duties he feels the TA should have.

GN stated that he wants a synopsis of the research as well as a recommendation.

Several people stated that the job description is huge.

BF pointed out that not everything is required to be done everyday.
Mike Starck added that the TA should have the responsibility of interfacing with the Town's attorney in order to limit the number of people with the ability to "run up the tab" [the attorney's bill].

III. Adjournment at 4:58 PM

Submitted by Patty Hobin
Town Clerk

Approved as submitted on 3/13/12
Patty Hobin, Town Clerk