

**TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
WEDNESDAY AUGUST 19, 2020**

5:30pm at Town Hall

Approved Minutes

Town Board Members Present via Teleconference: Jim Patterson, Michael Anderson, Sue Brenna, Glenn Carlson, John Carlson

Staff Present: Lisa Potswald (via telephone), Elected Clerk Micaela Montagne

Public Present: Kevin Brunner of Public Administration Associates

Called to Order: 5:30pm

1. Public Comment: None.
2. Meeting with Public Administration Associates (PAA): Draft Schedule for Recruitment/ Selection Process and Qualifications and Qualities of Next Town Administrator: The draft schedule will be pushed back by about a week and will work around budget workshops in October. The new hire will hopefully be by mid-November.

Top qualities and qualifications the Board is looking for in the next Town Administrator include; human resources, budget development and management, project management, grant writing, and organization change and development. Top personal qualities sought for the next administrator include; open positive communication skills, team builder/ leader in community issues, integrity, listening, and a collaborative style. Also, kindness, humility, and a sense of humor, and a thick skin.

Other discussion about what to include in the profile for the position and information that will go out to possible candidates. This included Island information and idiosyncrasies, and the Town working toward sustainability. Current Town Administrator salary to be posted (\$65,000) with new hire to be based on qualifications.

Next steps include PAA putting together the job profile, posting, announcement, and video to go out. Applications will be due to PAA in early October.

3. Adjourn: Motion to adjourn, S. Brenna/ M. Anderson, 5 Ayes, Motion Carried. Adjourned at 6:46pm.

Submitted by Micaela Montagne, Town Clerk.

Approved as submitted August 25, 2020. M. Montagne, Town Clerk