

TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
Thursday July 11, 2024
5:15PM at Town Hall
Approved Minutes

Town Board Members Present: Chair Glenn Carlson, Supervisor Sue Brenna, Supervisor Aimée Baxter, Supervisor Samantha Dobson, Supervisor Mike Anderson (via zoom phone)

Staff Present: Town Administrator Michael Kuchta, Clerical Assistant Dorgene Goetsch (beginning of meeting)

Public Present: Kevin Brunner, Dave Bretl

I. Call to Order:

Meeting called to order by Glenn Carlson at 5:15pm.

II. Public Comment:

None.

The Town Board may go into closed session during the meeting for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(c). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

III. Kick off meeting with Public Administration Associates:

Dave Bretl and Kevin Brunner from Public Administration Associates joined via zoom to discuss the recruitment process in hiring a Town Administrator. Glenn Carlson plans to be the liaison as we transition into this process and will be in the Town Hall office for a few hours a day. The target date for a new Town Administrator would be as soon as possible (3-4 months). Kevin and Dave can efficiently attend Town Board Meetings via zoom. However, they will attend the final assessment of finalists on the island for a couple of days. The interviews for Town Administrator should be on a different night than the Town Board Meetings as they could become lengthy, the Town Board has requested Thursday after 5pm as an alternate meeting day. Public Administration Associate members and the Town Board discussed the best option for the interview process. The Town Board was in approval to review the Public Administration Associates recorded interviews of candidates with interview questions provided by the Town Board. PAA strongly suggests these opportunities for final candidates that could include a community meet and greet, tour of the island, writing exercise, emotional intelligence test, meeting with Town Hall staff. PAA will put together a comprehensive reference report on the final candidates. The Town previously desired a strong background in budget development, municipal finance, human resources management, capital project management, grant writing/administration, and organizational improvement when hiring the previous Town

Administrator. The Town Board agreed that work experience is very important aspect of hiring a Town Administrator. Higher education in some form should be required (required Associate's degree, Bachelor's degree preferred). The Town Board still needs to discuss job description, salary range, relocation, employment agreement, and what they are looking for in a Town Administrator. Public Administration Associates will be sending an assessment form for review as well as a drafting of a position announcement. The Town Board would also like to advertise in the local Island Gazette.

IV. Additions to Clerical Assistant job description:

Motion to approve that during the recruiting process and until we have a Town Administrator hired, the Clerical Assistant shall perform the customary duties as Administrative Assistant to the Town Chair, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

V. Discussion of other transitional issues:

Glenn will be in the Town Hall office for a few hours a day in the old Town Hall room. Glenn suggested moving Katie Kisner and Lauren Burtaux into the second office space and moving Ed Schaffer into Lauren's previous office space.

VI. Adjourn:

Motion to adjourn, S. Brenna/S. Dobson, 5 Ayes, Motion Carried. 6:12pm

Submitted by Town Clerk, Alex Smith.

Approved as submitted, 7/23/24.