

**Approved – January 15, 2014**

**TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN  
Special Town Board Meeting  
October 23, 2013**

The special meeting of the Town Board was called to order at 5:00 p.m. by Chairperson Blake.

The following Supervisors were present: Tim Blake, Mike Kierszh, Kristine Timm, Joel Rasmussen and Terry Hamann.

The following were present: Town Attorney Karen Marone, Deputy Clerk Mary Kuehnl and Stephen Hintz of Public Administration Associates, LLC.

Stephen Hintz of Public Administration Associates, LLC introduced himself and told the Board about his experience and qualifications. Mr. Hintz noted that the Town of Algoma' population has tripled in the last fifty years. As a Town, you are doing more now than ever before. Residents have higher expectations of their Town government. Because of this, there is a need for a structure that has accountability and enough and proper expertise to deal with the changing environment and the volume of work. Chapter 60 of the WI Statutes allows for the establishment of the Town Administrator. The administrator can carry different titles and responsibilities.

The Town Administrator provides information and recommendations to the Town Board. This saves the Board time and helps them receive all of the information. Secondly, the administrator implements the decision of the Town Board. Sometimes governing bodies fear that they will lose authority, however the opposite is true. Thirdly, the Town Administrator oversees the town operations. The administrator serves as a line of accountability and also serves at the pleasure of the board.

The qualifications an Administrator should hold include making municipal administration a career choice, have a Masters Degree usually in Public Administration or Business Administration and previously worked in the field and have on the job experience.

A discussion was held on the differences between the different titles, what the duties are of each title and the staffing needs. Mr. Hintz will do some of the consulting as no charge, but if he assists with finding the proper administrator for the Town of Algoma he will submit a proposal with costs.

On a motion by Rasmussen/Timm, carried on a voice vote, the Board will ask the Town of Buchanan's staff to meet with them and Stephen Hintz to discuss the pros and cons of the Town Administrator position.

On a motion by Rasmussen/Kierszh, carried on a voice vote, the Board adjourned at 5:45 p.m.

Respectfully submitted,  
Deborah L Stark, WCMC  
Acting Clerk

