



TOWN OF LINN
WALWORTH COUNTY



Town Administrator-Treasurer Linn, Wisconsin

Position Profile



Public Administration Associates



The Linn Community

The Town of Linn lies along the north and south shores of picturesque Geneva Lake in southeastern Wisconsin. Conveniently located just 65 miles northwest of Chicago and 45 miles southwest of Milwaukee, its 2025 resident population is 2,540, with a seasonal population (summer months) of approximately 6,000.

The Town benefits from a rich mosaic of varied landscapes, with a much greater diversity of ecosystems than you would find in most communities. Its natural environment includes pristine woodlands, wetlands, rich farm land, and ample park and open spaces. The Linn Nature Park is a 160-acre gem that is widely known for its walking trails, bird watching, and plant diversity.

Linn was established in January of 1844 (four years before Wisconsin became a state). It is named for Dr. Lewis Field Linn of Missouri, a Federal Senator, who died in 1843. John Powers, a native of Maine, built the first house in Linn in 1837. His log cabin was located at the East end of the lake. The 1880 Federal census records the Town population as 823. The first residents of this area were the Potawatomi, who named the lake "Kish-wau-kee-to" which means "clear water". Big Foot High School in Walworth is named in honor of their Chief. Potawatomi names are still seen on many road signs.

In 1836, John Brink, a U. S. Government surveyor, was sent here. He named the adjacent lake "Geneva Lake" in honor of his hometown of Geneva, New York. The Town of Linn lies on both the North and South Shores of Geneva Lake. Geneva Lake is about 9 miles long and from 3 miles to ½ mile wide. The greatest depth is 142 feet. About 1/6 of the Town is covered by the lake itself. 14 miles of approximately 26 miles of shoreline lie within the Town.

In 1901, the Chicago, Milwaukee & St. Paul Railway Company built its Chicago to Janesville line across the southern edge of the Town, resulting in the station stop, Zenda. According to local legend, Zenda was named by the daughter of the railroad's president. She was reading the book, *The Prisoner of Zenda*, as she was passing through on the train, and thought it would be the perfect name for this settlement.

While there is no longer a stop for rail passengers in Zenda, the track is active with freight traffic. The Town offices and Police Department are located in Zenda, just behind the Town Hall. Monthly Town Board and other committee meetings are held in the Town Hall, which was built in 1914.

The Linn 4-H Club meets monthly in the Town Hall. This was the first 4-H Club in Wisconsin and began on October 30, 1914. There is a Historical Marker on County Road B at the site of the Hatch Farm where the first meetings were held.

The Town today is a mixture of residential areas, clustered along the lake shore, and large tracts of farm land. The ever-rising value of lake frontage has caused owners of the large, lakefront estates to sell off portions of their lakefront property. While some of the historic structures still stand, none of the grand, rambling estates that made this area famous in the early 1900's remains intact. The fertile farm land is also threatened, as pressure from developers increases. As such, the Town has been very deliberate in its planning to preserve that farm land as much as possible while allowing for some housing growth on minimum 5-acre or larger lots.

To learn more about the Town and all it has to offer, check out the Town's tourism bureau.
<https://www.visitlakegeneva.com/>



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Town Finances

The Town Administrator oversees an approximate \$7M total annual budget (all Funds), 25+employees (including part-time and seasonal). Services provided include fire and EMS (through a contract with the city of Lake Geneva), police, public works, municipal court, and general administration.

A breakdown of the Town's 2024 expenses follows:

General Government-\$705,742 (9.8%)
Public Safety-\$2,422,220 (33.6%)
Public Works-\$749,797 (10.4%)
Health and Sanitation-\$537,215(7.4%)
Leisure, Conservation and Development-\$264,469 (3.7%)
Nondepartmental and General-\$134,155 (1.9%)
Capital Outlay-\$2,076,981 (28.8%)
Debt Service-\$333,916 (4.4%)
Total-\$7,224,504

Town 2024 Revenues were the following:

Taxes-\$5,744,266 (70.4%)
Special Assessments-\$3,665 (.04%)
Intergovernmental-\$873,970 (10.7%)
Licenses and Permits-\$233,450 (2.9%)
Fines and Forfeitures-\$39,356 (.5%)
Charges for Services-\$855,077 (10.5%)
Investment Income-\$369,080 (4.6%)
Miscellaneous-\$29,470 (.4%)
Total-\$8,148,304

The Town completed last year with a \$923,800 excess of revenues over expenditures, which contributed to an all-funds balance of \$3,320,750, of which \$2,554,441 was unrestricted (representing a healthy 35.4% of the Town's annual expenses).

As of the end of 2024, the Town had an aggregate indebtedness of \$4,176,000, which was only 2.3% of its legal debt limit. Wisconsin state statutes restrict the Town's general obligation debt to 5% of the equalized value of the Town. The Town's 2024 equalized value was a little over \$3.6 billion, so its 5% debt limit is \$180,122,725.



The Position

The Town Administrator is Linn's Chief Administrative Officer under Chapter 60 of the Wisconsin State Statutes. The Town Administrator position was established in 2019 and James Hurley served as the first Town Administrator until August of this year, when he left to assume the Village and Town Administrator position for Somers, WI (Kenosha County).

As chief administrative officer, the Linn Town Administrator is responsible for the implementation of the Town Board's policies and priorities as well as recommending the annual municipal budget. The Town Administrator also serves as the statutory Town Treasurer.

Future challenges and opportunities for the next city manager include staff development; shared services development/implementation, capital improvement (infrastructure and facilities) plan development/implementation; organizational improvements and sound financial planning and management.

The Linn Town Administrator supports the work of the Town Board and municipal boards and committees by coordinating its official business and providing leadership and direction to the organization. The Town Administrator is expected to be actively involved in promoting the community and its economic development, and further is expected to promote and maintain the City's strong community engagement. The Administrator plays a major role on intergovernmental relations with Linn's surrounding municipalities and on tourism promotion with Visit Lake Geneva.



The Ideal Candidate

The next Linn Town Administrator must have excellent communication skills and be able to establish a good rapport with a wide variety of community members. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. Linn desires a leader who fosters teamwork and has a collaborative style, who will support and encourage a positive and convivial working environment, as well as professional growth opportunities for Town staff. A passionate public servant who has the skills and abilities to readily resolve conflict is also desired.

Require a Bachelor's degree in public or business administration, accounting, or related field; prefer a Master's Degree with progressively responsible municipal administrative and leadership experience. Residency is encouraged but not required. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to the skills required. Desire a strong background in budget development/government finance; governmental accounting; human resources; grant writing/administration, information technology/social media, and contract management.

Appointment to this position is expected in early October (see Recruitment/Selection Schedule below), with the new town administrator to start in November. Hiring salary range \$100,000-110,000 DOQ plus an excellent fringe benefit package, including an on-site fitness room at the Town Hall.

There is currently an interim town administrator, Dave Bretl, employed under contract with PAA, and he will be available to assist in the transition to the next administrator.



How to Apply

Send cover letter, resume, salary history, and 5 work-related references (in one PDF file) to Public Administration Associates, LLC

Attn: Kevin Brunner, President

Address: 1155 W. South Street Whitewater WI 53190

E-mail: kevin.brunner1013@gmail.com

Phone: 262-903-9509

Application Deadline: September 19, 2025

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists.



To Learn more watch the Linn Town Administrator-Treasurer video announcement: <https://youtu.be/vNqkmjwZL0c>

Recruitment and Selection Schedule

8/8/2025-8/20/2025 - Completion of Town Administrator Desired Experience, Qualifications and Qualities Assessment Process with Town Board and Staff. PAA Gathering of Information for Administrator Marketing Materials- PAA Drafting of Position Announcement

8/20/2025 - Town Approval of Position Announcement

8/22/2025 - Text Announcements Placed Online with Job Sites Specified in Proposal

Week of 8/25/2025 -- Video Position Announcement/Town Administrator Position Profile Posted on Social Media Platforms/Linn Position Profile Sent to Targeted Candidates

8/20/2025-9/19/2025 - Recruitment of Potential Candidates

9/19/2025 - Application Materials Due to PAA

9/22/2025 - Confidential Applicant Mini-Resumes/Candidate Reports Sent to Town Board

9/24/2025 - Town Board Meeting to Review Mini-Resumes and Selection of 6-8 Semi-Finalists

9/25/2025-10/3/2025 - Semi-Finalists Prepare Video Interviews and PAA Conducts Semi-Finalist Reference Interviews/Reports on Each Semi-Finalist Candidate

10/6/2025 - Town Board Reviews Candidate Video Interviews/Reference Reports and Select Finalists

Day after Committee Selects Finalists - Finalists Notified

10/16/2025 - Finalists Come to Linn for Interviews/Assessment Center with Town Board and Town Staff

Week of 10/20/2025 - Special Town Board Meeting to Formally Approve Employment Agreement with New Town Administrator

11/20/2025 - Approximate Start Date for New Town Administrator (Assumes 30-Day Notice to Current Employer)

For more information, visit the community website at <https://townoflinn.wi.gov/>