



**MINUTES OF THE SPECIAL TOWN BOARD MEETING
JULY 21, 2021**

- 1. Call meeting to order, Pledge of Allegiance and announcement of meeting notice.** The meeting was called to order at 6:00 p.m. by Chairman Hartwig. The Pledge of Allegiance was recited. Clerk Oliver read the meeting notification.
- 2. Roll call.** Town Chairman Robert Hartwig, Supervisors Steve Fischer (arrived at 6:18 p.m.), Marcy Bishop, Joe Kufahl and David Behringer were present. Also present was Sheriff's Deputy Russell and Clerk Julia Oliver.
- 3. Approval of the agenda.** Motion by Kufahl, seconded by Behringer to approve the agenda. Motion carried.
- 4. Resident comment on any agenda item.** There were no comments.
- 5. Discussion and possible action – alcohol licensing.** After discussion, motion by Behringer, seconded by Kufahl to approve the new alcohol license for El Doman, LLC, dba Doman's Bar and Grill, and an operator license for Lisa Conradson, Motion carried without a negative vote.
- 6. Discussion and possible action – filling Town Clerk position.** After discussion which included a review of the advertisement used previously by the town, and examples of current Clerk advertisements, the board directed Clerk Oliver to place advertisements in the local papers, on the Wisconsin Towns Association website, and the Wisconsin Municipal Clerks Association website using the previous ad as a template with the following additions: the position is full time, the person must be bondable, applications should be submitted promptly, the wage rate will depend on qualifications, and the applicants should complete a town employment application in addition to submitting a resume. Candidates selected for in-person interviews will be asked to bring references to the interview.
- 7. Discussion and possible action – filling vacant Town Treasurer position and addition of Office Assistant position.** Oliver provided example wording for the advertisements. The board directed Oliver to place advertisements in the local papers, and for the Treasurer position to place the advertisement on the Wisconsin Towns Association and Wisconsin Municipal Treasurers website with the following additions: for the treasurer position the person must have proficient computer knowledge and be bondable, and for both ads have the due date state "return promptly".
- 8. Communications and announcements.** Oliver reported she just received notice the custodian will be ending her employment with the town on August 26th; an advertisement will be placed to fill the custodian position. Oliver distributed the WI DOR July 21st current guidance on the use of the American Rescue Plan Act (ARPA) funds and stated Matt Clementi will attend the August town board meeting.
- 9. Adjournment.** Motion by Bishop, seconded by Kufahl to adjourn. Motion carried and the meeting was adjourned.

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
JULY 21, 2021
PAGE 2**

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes Approved: _____

**Next Resolution Number: J-21-003
Next Ordinance Number: J-21-007**