

**MINUTES**  
**January 27, 2016**  
**Special Town Board Meeting**  
Town Hall – Swiss Miss Center 1101 Hwy 69 New Glarus @ 7:00 pm

ATTENDING: Board Members: Chris Narveson, Susan Crum, Jim Hoesly, Robert Elkins and Pattie Salter

CALL TO ORDER: C. Narveson called the meeting to order at 7:00 p.m.

- 1) Proof of Posting: P. Salter confirmed proper posting.
- 2) Consider McCallum Resignation Letter: C. Narveson noted that S. McCallum had accepted a full-time position with the City of Madison Street Department. He reported that she has offered to cover Plan Commission and Parks meetings for February as well as coming in to help train the new person. After a brief discussion it was agreed that her WRS and Life Insurance benefits will continue until after she is no longer helping out.
- 3) Review Job Description and Employment Structure: The group discussed future and short term concerns and needs of office coverage including Election coverage, back up for Pattie if she is out of the office for appointments or vacation closing the office to the public 1 day per week. Also discussed was changing time sheet reporting to a cloud based format.
- 4) Closed Session per §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: At 8:30 p.m. J. Hoesly moved to enter into closed session, R. Elkins 2<sup>nd</sup>. A roll call vote was taken with S. Crum voting yes; R. Elkins voting yes; C. Narveson voted yes and J. Hoesly voted yes. Motion carried. R. Elkins moved to return to open session at 9:15 p.m. S. Crum 2<sup>nd</sup>. A roll call vote was taken with S. Crum voting yes; R. Elkins voting yes; C. Narveson voted yes and J. Hoesly voted yes. Motion carried.
- 5) Action on the closed Session: The group revised the advertisement for the part-time Deputy Clerk/Plan administrator to be less intimidating. R. Elkins moved to publish the advertisement as amended. J. Hoesly 2<sup>nd</sup>. The group also agreed that the office should be closed to the public one day a week to allow P. Salter time to work uninterrupted. The change in office hours should be updated on the telephone and website.
- 6) Adjourn: S. Crum moved to adjourn at 9:28 pm. J. Hoesly, 2<sup>nd</sup> by. Motion carried.

Pattie Salter, Clerk  
160128 Special Town Board