

MINUTES OF THE TOWN OF WASHINGTON SPECIAL TOWN BOARD MEETING

September 11, 2008

- Members Present: Thomas Hanson, George Losby, Donald Perry, Michael Stacy, and Karen Tomesh
- Staff Present: Kimberley Bunderson, Janelle Henning, and Micheal Peterson
- Members/Staff Absent: None
- Call to Order: A quorum being present Chrm. Hanson called to order the Special Town Board meeting of the Washington Town Board at 12:00 p.m., on Thursday, September 11, 2008, at the Town Municipal Building, 5750 Old Town Hall Road.
- Discussion on Administrator's Position: Supv. Perry introduced a new proposal to combine the Administrator and Clerk/Treasurer position. He asked if the Board would agree to have Clerk/Treasurer Henning present this proposal in greater detail. The Board agreed.
- C/T Henning explained the proposal to combine the Administrator and Clerk/Treasurer positions. This included combining the management functions of the Administrator's position and the Clerk/Treasurer's position, and hiring a Deputy Treasurer to perform the day to day bookkeeping functions. She outlined the primary advantages of the proposal which include a simplified operational and reporting structure, streamlined management of procedures and personnel, a balancing of office duties creating more efficiency, and a greater separation of financial functions.
- Admr. Peterson reviewed how snow removal would be accomplished after his retirement which would no longer be a part of the Administrator's duties.
- Chrm. Hanson asked C/T Henning how road construction projects would be determined. She explained that she would work with the road crew to determine road conditions and develop a five year plan. Admr. Peterson explained how the PASER system would feed into that process.
- C/T Henning stated she will seek information regarding this structure from a municipality she is visiting on an unrelated matter on Friday, September 19. The Board agreed she should gather information on the advantages and disadvantages of such a structure.
- Supv. Tomesh suggested that the C/T also request sample job descriptions so the Board can get a better idea of their situation and be able to compare it to the Town.
- Supv. Perry reviewed why he thought the combination was a good plan. Supv. Losby gave a history of hiring at the City of Eau Claire and how people who moved up into positions stayed longer than those who were new hires.
- Chrm. Hanson closed by stating this is a good opportunity for the Board to take a look at and investigate the possibilities.
- Adjournment: Supv. Perry moved TO ADJOURN. The motion was seconded by Supv. Losby. The meeting adjourned at 12:50 p.m.

Aye 5, Nay 0

Kimberley Bunderson
Administrative Assistant