

**TOWN OF OSCEOLA
BOARD OF SUPERVISORS
SPECIAL TOWN BOARD MEETING
DECEMBER 17, 2019**

MINUTES

The Board of Supervisors of the Town of Osceola met for a Special Town Board Meeting Tuesday, December 17, 2019, beginning at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

Town Board Chair Doug Schmidt **CALLED THE MEETING TO ORDER** at 6:36 p.m.

Chair Schmidt verified that notice of the Special Meeting was posted Monday, December 16, 2019 at the Town Hall, the Dresser Post Office and First National Community Bank.

ROLL CALL

PRESENT: Doug Schmidt and Mike Wallis.

ABSENT: Brandon Whittaker.

ALSO PRESENT: Neil Gustafson – Interim Clerk/Treasurer, Jon Cronick.

NEW BUSINESS

CLERK & TREASURER POSITION UPDATE

Chair Schmidt informed that the Town had received an inquiry from one interested party, but it never materialized into receiving a resume or cover letter. To date, there had been no resumes or cover letters submitted for either position. He suggested that the postings be reviewed and stated that Jo Everson suggested that a salary range be added to the posting. Schmidt suggested \$20 - \$25 per hour.

Wallis stated that the Town had not budgeted for this salary range.

Calculations were made and it was determined that \$25,000.00 of the \$35,000.00 budget would cover \$20 per hour for the Clerk position.

Schmidt stated that part-time openings for Peace Lutheran and the Village of Dresser were still vacant to his knowledge.

Wallis suggested that the postings be worded that the salary would be “up to” \$20 per hour DOQ.

Jon Cronick inquired if the job posting had only been in the Osceola Sun.

Schmidt verified that the positions had been posted in The Osceola Sun, The Leader and also in some publications across the river. Wallis added that it was also posted on the Town Clerks Association page.

Wallis stated that he felt the use of an agency such as a head-hunter is really for a higher-level job posting. Gustafson added that services such as Zip Recruiters or Indeed come at a high daily cost and have not produced quality leads in his experience.

Schmidt inquired as to what the Treasurer’s salary range would be. Wallis calculated it out and determined that the current remaining budget would allow for \$16 per hour.

Wallis inquired as to what the timeline was for the new hires to acquire the needed certifications and suggested that “Paid Training” was added to the posting.

Schmidt suggested that "Flexible Hours" be added to the posting. Wallis had concerns regarding how flexible the hours would be. His understanding was that a .6 position and .3 position would provide a staggered schedule with regular office hours. Wallis was OK with flexible hours or even specifying seasonal hours as needed to provide office hours to the residents.

Wallis expressed his concern that all of this still may not help, and that the Town may need to revisit combining the position of Clerk/Treasurer again. Schmidt agreed and stated that the positions may need to be made more appealing.

Wallis stated that the recent audit performed in the Town didn't provide a salary analysis. He felt that previously, we were not that out of line with peer communities and stated that a community right down the road is paying \$67,000.00 per year.

Schmidt stated that he had visited with the auditor and that the auditor did not agree with the path that the Town had taken and felt that it may deter applicants.

Schmidt stated that discussion on the Clerk and Treasurer positions will come to the January 7, 2020 Town Board Meeting and that the Board may need to discuss increasing wage offerings at that time.

Wallis suggested removing the end date for applications and replacing it with "open until filled". He also stated that he felt the holiday season may be affecting the number of applicants coming forward.

Schmidt verified that the postings would be updated with the additions of "paid training", "hours flexible to the needs of the Town and the applicant", "up to \$20 per hour DOQ" for the Clerk position and "up to \$16 per hour DOQ" for the Treasurer position.

Wallis inquired regarding the current Interim Clerk/Treasurer position and clarification of who is doing what between Gustafson and Jo Everson. He also inquired as to if the phone greeting had been changed yet at the Town office.

Gustafson verified that Everson was still very actively helping out behind the scenes, which he greatly appreciated. Gustafson stated that he is sitting in on meetings, recording the minutes and stopping in the office occasionally to retrieve voicemails, check emails and review the regular mail. Paul Baker, Public Works Supervisor, is retrieving the mail from the post office daily, which we also greatly appreciate. Everson has been coming to the office on a regular basis and performing the many administrative duties that need to be addressed on a day to day basis. Gustafson and Everson will be working together on the next payroll and billing run to ensure that Gustafson is up to speed on the process. The phone greeting has also been updated. Gustafson reiterated that he and Everson were working very well together as a team.

Wallis stated that he had not received any calls on his personal phone as a result of his number being placed on the Town phone greeting. Schmidt stated that he had received some calls.

Schmidt stated that he had been in contact with Amanda Nissen and our insurance provider to ensure that the bonding is transferred as needed.

MOTION BY SCHMIDT/WALLIS TO UPDATE THE JOB POSTINGS WITH THE ADDITIONS OF "PAID TRAINING", "HOURS FLEXIBLE TO THE NEEDS OF THE TOWN AND THE APPLICANT", "UP TO \$20 PER HOUR DOQ" FOR THE CLERK POSITION AND "UP TO \$16 PER HOUR DOQ" FOR THE TREASURER POSITION. MOTION CARRIED.

Gustafson inquired about using Facebook as a means of posting the job openings and presented an unpublished example of a Facebook page that he had created.

Schmidt and Wallis both expressed concerns regarding what others could potentially post on the Town page or public comments that could be made that are negative. Gustafson assured them that

there were settings within the Facebook page that disable others from commenting on the page or posts.

Gustafson asked for permission to publish the Facebook page for the purpose of better exposure for the job postings and with no other page posts without further board review.

MOTION BY WALLIS/SCHMIDT TO ALLOW GUSTAFSON TO PUBLISH THE FACEBOOK PAGE AND CREATE THE JOB POSTING, CONTINGENT UPON THE PAGE BEING SET UP PROPERLY AND NOT ALLOWING OUTSIDE COMMENTS ON THE PAGE OR POSTS. MOTION CARRIED.

Schmidt stated that he would also look into posting the openings with the Wisconsin Towns Association.

PROPOSAL FOR YEAR-END PAYROLL WORK

Sarah Kobs from CliftonLarsonAllen (CLA) came back with a proposal of \$65 per hour to assist the Town with year-end payroll and tax documents.

Schmidt stated that he prefers to use CLA.

Wallis stated that CLA is a very large and professional firm and that he had also verified that there would be separation at CLA between our accounting and our audit to ensure no conflict of interest. Schmidt agreed that CLA is a large firm.

MOTION BY SCHMIDT/WALLIS TO HIRE CLIFTONALLENLARSON TO PERFORM YEAR-END FINANCIAL REPORTING, PAYROLL TAX WORK AND W2'S.

Wallis inquired if Gustafson had received any information from Whittaker regarding using a local firm such as CarlsonSV. Gustafson confirmed that he had not received any information regarding this.

MOTION CARRIED.

Wallis inquired if everything was going OK with Gustafson regarding the Interim Clerk/Treasurer position. Gustafson verified that all was well. Schmidt added that Everson was also happy.

ADJOURNMENT

MOTION BY WALLIS/SCHMIDT TO ADJOURN THE SPECIAL TOWN BOARD MEETING HELD THIS 17TH OF DECEMBER 2019. MOTION CARRIED.

Being no further business to come before the Board, the Meeting was adjourned at 7:13 p.m.

Neil Gustafson, Interim Clerk/Treasurer

TO BE APPROVED: 01/07/2020