

Town of LaGrange Special Meeting Minutes

November 21, 2023

Present: Brendan Smith, Kyle Gibbens, Loren Schleusener, Melissa Abben, Mandy Wagner, Rachel Kreighbaum, Joseph Zadrozny, John Guthrie, Brock Bailey

Meeting called to order at 5:00 PM

A meeting was called to discuss hiring an administrative assistant to help with the workload of the Clerk. The current clerk, Melissa Abben, has expressed concern for time needed to complete the work accurately and to meet deadlines due to the fact that in addition to the clerk position, she has a full-time job and works 5 full days a week. Without additional help, her resignation is imminent.

Other municipalities have hired additional help due to the increased responsibilities and workload of the town clerk. To hire a Deputy Clerk, the candidate would need to be a town resident to be considered for the position. To hire an administrative assistant, the candidate doesn't need to be a resident.

Currently, the law states that a requirement for towns with a population smaller than 2,500 must elect a resident of the town in as clerk. WTA is working hard to change this law to be the same as the towns with a population of more than 2,500. That is to have appointed clerks without the town resident requirement. Regardless of a change in law, the current requirements will remain in place through the current term ending in April 2025.

Losing the town clerk going into the 2024 Election year would be an issue for the township. We need to make it possible to maintain the clerk through her term.

At the 2024 Annual meeting we will discuss the intent to make a motion to make the clerk position an appointed position. (if state law has not changed by then) If the motion carries, a referendum will be added to the Spring or Fall election in 2025 for the electors to vote on.

Rachel Kreighbaum has expressed interest in the administrative assistant position. She is currently employed at the City of Tomah as a Deputy Clerk. Her wage is \$21.06 per hour in her current position.

John Guthrie spoke favorably about adding support for the clerk position.

Brock Bailey questioned previous responsibilities of former clerks.

There was an open discussion regarding the hours and pay to be considered for an administrative assistant.

Kyle Gibbens made a motion to hire an administrative assistant to assist with the clerical duties of the clerk. Loren Schleusener seconded the motion, motion carried with no one opposed.

Brendan Smith made a motion to pay the assistant \$20 per hour and to work a range of 6-10 hours per week depending on the workload, with a maximum budget of \$10,000 a year for wages. It will be the responsibility of the current clerk not to exceed \$10,000 annually for the wages of the administrative assistant. Kyle seconded the motion, motion carried with no one opposed.

Meeting adjourned

