

TOWN OF ARCADIA
Trempealeau County



Ronald Tuschner, Chairman (608) 323-3035
Ivan Pronschinske, Supervisor No. 2 (608) 323-7675

Mike Chitko, Supervisor No. 1 (608) 323-2414
Nancy Rohn, Town Treasurer (608) 323-7063

Town of Arcadia
Minutes of Special Board Meeting for the Discussion of Clerk/Treasurer Position
Wednesday, October 22, 2014 at 7:30 p.m.

The board meeting was called to order by Chairman Ronald Tuschner at 7:30 p.m. Open meeting certifications were met. Roll call was taken. Board members present: Chairman Ronald Tuschner and Supervisors Michael Chitko and Ivan Pronschinske. Also present were the attached list of residents.

Ron Tuschner led the Pledge of Allegiance.

A motion was made by M. Chitko and seconded by I. Pronschinske to adopt the agenda. The motion was carried unanimously with a voice vote.

Referendum Discussion

R. Tuschner explained the referendum question and voting procedure. The reason this meeting is being held is to discuss and ask/answer questions. At 7:34 p.m. R. Tuschner opened the floor to public questions. Darlene Rossa asked what the Board's feelings were since they are the people in control. R. Tuschner gave the Board's position that they would like to see it appointed by the Board. He spoke of a previous situation and the process used. He explained the State Statute; how the situation was handled; mistakes that were made; time that was put in because of work not being completed; gave examples of uncompleted work; the removal process; the number of hours to do the Clerk's job and Treasurer's job; deadlines; and records are being updated to computer files because of Elva, Beth, and Nancy, which are more detailed. I. Pronschinske spoke about elected positions and the possibility of attending only one meeting and not attending again; elected on popularity; and an elected position hiring someone to do the job for him/her. Ed Patzner said that a person who is going to take the job wouldn't take it unless he knew he could do the job. I. Pronschinske mentioned the weight limits on Implements of Husbandry that will become effective on January 15, 2015, which has added another job. Kerry Suchla asked about what the salary would be. R. Tuschner stated it could be \$30,000 plus. A job description needs to be written; there are people that can do the job, have the computerization knowledge, knowledge of what needs to be done and have done it, been in businesses in the community that do the same kind of work, comparable pay; there are people that can do both jobs and have the qualifications; and a job description with qualifications needs to be established, either way. Andy Schultz talked about the salary and benefits, the Board should have more specifics on the job including hours, benefits, and salary. He asked for more information on the salary before the vote. R. Tuschner stated the figure the Board used is approximately \$35,000 total. Discussion continued on salary and hours and salary versus hourly pay. Elva Helwig gave examples of hours put in to complete the work. She believes that if a person is hired he/she should be able to handle that position Monday through Friday in an 8 hour shift, which is 40 hours. She then gave examples of work done in the past. She believes that someone could get the work done at least Monday through Friday and then gave an example of Doris Dahl who worked Monday through Thursday. E. Helwig gave additional examples of work that needs to be completed by the Clerk. M. Chitko stated that this is a full time position. Chad Rossa spoke about number of hours and streamlining when you have done this before. R. Tuschner spoke about the repetitiveness and work becoming easier; notes on procedures that have been made in anticipation for the next person coming in; the first year is a hard year; and seminars/training to attend. Henry Schultz asked if there would be other costs like an auditor. I. Pronschinske spoke about audits that he has dealt with at the Town of Arcadia and the Arcadia Credit Union. R. Tuschner stated that an audit is 3 fold: are the books in order, if the right amount is in the right

place, and if things are done incorrectly this could be an educational experience to put it in another area. He spoke of previous experiences. Ray Kamrowski asked about the \$35,000 proposed compared to current salary. Discussion was held about the current Clerk salary of \$17,000 to \$18,000 and the current Treasurer salary about \$8,000 for a difference of \$9,000 to \$10,000. R. Tuschner stated that for the work the 3 girls are doing, the Town is getting by cheap. He talked about the norms for other positions in the community. He spoke about the Board salary: Chairman monthly salary of \$29.17 plus per diems and the Supervisors monthly salary of \$14.58 plus per diems. They are not complaining, because that is not why they are here. We need to move into the 21st century. Mary Lou Grulkowski asked what would happen if the vote is no. R. Tuschner stated that if the vote is no, that person will remain elected, by law the Board does not set the hours or set several things that they must do. The question on the ballot was read. M. Grulkowski wanted to know what to explain to people that call her about voting. We could end up with someone not qualified, but get voted in. R. Tuschner stated that there is a potential to have the same thing as before. M. Chitko spoke of the combined job which was passed at the annual meeting. If the electorate keeps this as an elected position, we need to find somebody to be able to handle the combined job. I. Pronschinske stated that this position will be brought up at the caucus. Discussion continued about the position and it evolving. Luan Woychik asked if it is an hired position, are there guidelines that the Town Board has to follow according to the Wisconsin Association of Townships; and what are the laws regarding hiring. R. Tuschner stated that to his knowledge he had not seen, read, or heard of the Towns Association putting out any specifications. It helps with legal matters, political matters, lobbying, no legal advice or opinions, and furnish meetings/seminars. L. Woychik was concerned with the concentration of power in a few people on who is hired. Discussion continued on criteria; that the Town Board is the supervisor for that person; firing on just cause with documentation; checks and balances; and State Statutes on Clerk's duties. Donna Brogan spoke about the 2 excellent people doing 2 different jobs and now those jobs which take up so much time is combined; different skills sets; maybe more than full time; power taken away from the people; and why was this changed; bad situation in the past, but doesn't have anything to do with the 2 people now. R. Tuschner referenced the annual meeting and a statement that Nancy Rohn made that we all have a life too, which was in reference to the number of hours working at the job in addition to the normal job; have had mistakes which were not their fault, but if you continually put in long hours mistakes are more apt to be made; a warm body to answer the phone; service industry; phone calls made to himself; and calls should be made to the office and forwarded to the appropriate person. B. Killian said the people call the Chairman when they should be calling the office, but they don't. Andy Schultz asked about the concentrated powers and transparency; negligence in the position and the Board bearing responsibility; recall; and if it is appointed it is on you. R. Tuschner stated that whether elected or appointed it is the responsibility of the Board. Discussion continued on transparency and a hidden agenda; audited; and specific examples: grants. R. Tuschner spoke about grants and opportunities for them; caucus; and elected duties and responsibilities. H. Schultz asked if the Board members would still get phone calls. R. Tuschner spoke about changes that need to be made. L. Woychik asked about training and who helps do it. R. Tuschner stated that it will depend on the vote results and that the Board will look at it after November 4. If it is a hired position, they would hire sometime in January or February to get some training before April. M. Chitko spoke about the discussions that would be held by the Board to set the qualifications, and if it is an elected position to try to find a vetted candidate. I. Pronschinske spoke about the caucus; the future candidate for office to come in to spend time with the present Clerk and Treasurer; and time spent for TRIP reimbursement. B. Killian and E. Helwig spoke about the organizing and notes that they have been working on to make the job easier. R. Tuschner spoke about the budget meetings and how they have improved; continuity, changes, and making things simpler. Paula Haines stated that Beth or Elva could apply for the position if they met the qualifications, and it was appointed; we are not ousting people; and we are just refining the job and job description. B. Killian spoke about the annual meeting; her reasons for running for the position; current hours; elected positions take as much time as necessary to get the work completed; not being interested in a full time job; not abandoning the new person; and the amount of work that there is to do. Chad Rossa spoke about the audits; clerk/treasurer position combined; career job, not only a 2 year job; wages and benefits; streamline job; Board members come and go, but this person would continue and be there to keep things going; efficiency; saving money in the long run; time to work on grants; get bills paid; permits; and the person is here and not only here 3 days a week. R. Tuschner spoke about how a good clerk/treasurer will run the Town; knows the policies and procedures; and makes the Board members' jobs easier. Bette Moe asked if the combination would be too much for one person to handle. M. Chitko referenced the annual meeting; amount of work; career position/person; additional help periodically; more service if someone is here Monday through Friday; transparency has always been here; looking out for the electorate; Board responsibility; and take advantages of future opportunities. B. Moe asked if this is more than one person can handle. M. Chitko stated that it might be, but it is an evolution. In November you will get the chance to decide. You can see how the Board is leaning, because there will be a time when that position will become appointed and be one person, and to bring more services to the Township of Arcadia. Ray Kamrowski asked if the appointed or elected person would be required to be at every Board meeting and how he/she would be paid. R. Tuschner stated that it could be a salary position or an hourly position. That could be a negotiable item. There is technology to assist with recording and typing verbatim what is on the recorder. The Board is responsible to budget for and get this equipment; or is it better to have the recorder and an individual taking notes. The individual taking notes can get the gist of the conversation as well or better than the recorder. Al Woychik asked if this job becomes appointed would it help the Board to have a committee of the Township to make a decision on this job. Discussion continued about this idea. K. Suchla asked if this candidate would have to be living in the Township. R. Tuschner read parts of an article from the Wisconsin Towns Association monthly

magazine. A copy is in the office file. M. Chitko stated this answered Kerry's question that it can be someone from outside the area, but it boils down to a qualified candidate. Paula Haines referenced the process of hiring teachers at the school; the final decision would be made by the Board; and the committee should be 5-6 people. Darlene Rossa stated that we need to move into the 21st century. We aren't going to find anyone qualified for \$20,000 a year, so if we need to raise taxes \$5.00-\$10.00 per year to have someone run this office how it is supposed to be run, I don't have a problem with that. I. Pronschinske spoke about the paramedics and the cost. M. Chitko is looking towards the future. R. Tuschner spoke about the 3 existing people: Beth, Elva, and Nancy; the transformation that has occurred and is close to the end to be completed; anticipate work will be easier; process/protocol is set up; instructions are available; the job will be smoother/easier because of what these girls have done; and they have gone well above and beyond. I. Pronschinske talked about the improvement in the budget process. R. Tuschner spoke about the documentation that is necessary. Kathy Lockington wanted to know the comparison of Townships around of elected and appointed positions and what the salaries are. M. Chitko stated that there is a wide range; referred to information Beth got from the Clerk's website; information he learned from the Eau Claire meeting and the change to appointed; Independence adding a hired Deputy Clerk; and the Board wants it to change to provide more service. I. Pronschinske referred to Town of Trempealeau and City of Independence: both appointed; the wage for the City Clerk in Independence is \$20.00 per hour; the new Deputy Clerk for Independence will get \$13 to \$15 per hour. There are good benefits for the Independence Clerk with 25 years of experience. He thought Doris Dahl made \$20.00 per hour when she left the Town of Trempealeau. R. Tuschner read the last statement from the Wisconsin Towns Association article: out of 1,255 towns, currently: 188 appointed clerks; 122 appointed treasurers; 101 appointed clerk-treasurers and 106 elected clerk-treasurers. R. Tuschner made the second and third call for questions. There were no further questions.

R. Tuschner adjourned the meeting at 9:14 p.m. and thanked everyone for attending.

Respectfully submitted by,

Beth Killian
Town of Arcadia Clerk