

# TOWN OF ARCADIA

Trempealeau County



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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 Monday, December 8, 2014 at 5:30 p.m.

The board meeting was called to order by Supervisor Ivan Pronschinske at 5:48 p.m. Open meeting certifications were met. Roll call was taken. Board members present: Supervisors Michael Chitko and Ivan Pronschinske; Clerk Beth Killian; Deputy Clerk Elva Helwig; and Treasurer Nancy Rohn. Also present were the attached list of residents. Ronald Tuschner arrived at 5:50 p.m.

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

### Discussion on Qualifications for Elected Clerk/Treasurer Position

Nancy Rohn explained the duties and procedures that she is responsible for: receivables; deposits to the bank; monthly reports; State reports; work with the assessor and County Treasurer; set up bonding; GCS Software for taxes (to be organized with taxes); presented the binder that she created with the reports that need to be completed along with the due dates; stressed the due dates and deadlines/time frame; accounting background; Microsoft Office and Excel skills; computer knowledge and email knowledge to fill out reports online; instructions are in the binder; and right now getting the tax statements out which happens within a short period of time (900 people with over 3,000 sheets). She will pass this information on to the next person in this position. M. Chitko asked Nancy what she knew of the job before she took the position, and if she had done research on it beforehand. N. Rohn responded that she knew very little, had done research with the previous treasurer, and had brief training from the County Treasurer and Doris Dahl from the Town of Trempealeau. Elva also helped that first year. She checked the Wisconsin State Statutes and a book. In her fourth year she feels comfortable with the position. Discussion was held about the 2 year election and the possibility of a new person every 2 years and the State Statutes. M. Chitko asked Nancy how the public should be informed about the position and the job. Nancy stated that it is all in the binder; 9 out of the 12 months it is not much but the monthly reports, but with combining the two there won't be the checks and balances any more with the deposits. E. Helwig spoke about the system that she and Nancy set up for the checks and balances. A new person coming in does not understand the verbiage of the government and that is why she created a binder for the clerk, because she had nothing when she was appointed clerk. There were no notes, examples were provided. She talked about the monthly reports and quarterly reports and the need to be completed timely. She went through the items that are provided in the binder. M. Chitko stated that he wants to get the information out on what needs to be done so anyone interested in this position knows what they need to do at the caucus before they raise their hand to be nominated as a candidate. I. Pronschinske stated that this was the reason for this meeting, so this information can be passed on to the individual so that he/she isn't blindsided. M. Chitko stated that even though this is an elected position a job description should be provided. R. Tuschner stated that a job description does not give credence to what the job is. You need to know what to do, when to do it, and where to go to get the information. The 3 girls have done a beautiful job of that, where they came in blindsided. He and Julie Forsythe didn't know what to do, so they hired Doris to help. The first year will be a job, but they have to be proficient in knowing where to go to get the information they need, which will take time and classes. Discussion continued on education opportunities available; elections; someone to fill in for the Clerk/Treasurer when he/she attends training; and extra help during peak times, i.e., tax collections and the amount of hours during crunch times, and now with only 1 person there isn't another person to help. R. Tuschner stated that it was a joy to do the budget this year. E. Helwig suggested to use 2 steps: put down the clerk duties which include: monthly governmental reports; payroll; meetings with agendas and minutes; accounts payable; hall rental

contracts and inspections; elections/absentee voting, poll list preparation and documents for display, election workers and training; road and bridge petitions; office maintenance which would include filing; and grant writing. R. Tuschner spoke about the qualification lists he had at the last regular board meeting. E. Helwig stated that this will be a full-time position with all the clerk and treasurer duties. I. Pronschinske stated that the person will need some kind of accounting or number background. N. Rohn talked about this being an elected position, making a list, but anyone could run and get elected. They would get elected and then realize the amount of work involved. Discussion continued about getting the information out before the caucus; name recognition; qualified to do the work that is required; an eye opener; increasing amount of work; changes that have been made in recent years; deadlines must be met; board members having a copy of the deadlines; email reminders on deadlines; using the information already received to compile the list of clerk and treasurer duties; join the WMCA (Wisconsin Municipal Clerks Association); and training. R. Tuschner stated that an individual having a desire to do the job for a set wage, but will have to work more than 40 hours. From a board members perspective there will be additional hours required for additional part-time people. This is a full-time position; we don't want to move backward. M. Chitko stated that this is something new and wants information to get people interested. He continued talking about the procedure for getting the information out. R. Tuschner referenced the last State Statute; that these gals took that sentence on, and/or other duties to bring us to where we are now; and things will progress and change. N. Rohn asked if the Board members had someone in mind if it would have been an appointed position. She wondered if the Board is going to talk to them to persuade them to run. She wished this meeting would have been held 4 years ago when she ran for the treasurer position on what was to be expected. She wished she could have been here more years, but that is the way things worked out. She suggested that if there was someone already in mind, they should come in and talk to the current clerk, deputy clerk, and treasurer. The Board members had no one in mind. R. Tuschner thought about the position; more hours during the week; warm body answering the telephone; and getting telephone messages off of his plate. The Clerk basically runs the Town; the Board makes policy and does not solve problems. The Clerk and Treasurer do their job. He wants someone in the office. He asked the current people, because you know what is entailed. B. Killian spoke about the salaried position and working until you get the job done and not punching a clock. N. Rohn spoke about the 70 hour week vs. the 30 hour week and the compensation of time. B. Killian spoke about the position currently being a 1 1/2 position and now will be 1 position; she felt doing that was a mistake, but can't be changed at this point. She felt that you won't find a qualified person that will want to live here. R. Tuschner disagreed because there are clerk/treasurers currently doing the job and it is not a 40 hour week. Sometimes they get additional help. N. Rohn stated that Doris did hire her mother. R. Tuschner stated that the deputy clerk and deputy treasurer is paid by the clerk or treasurer; the Board should, during peak times, give the additional help pay. N. Rohn said what truly bothers her is from the April meeting that the vote was swayed, because of the statement made that the Township could save \$5,000 by combining this position. The few people that were here were swayed and now looking back and the amount that we are paying this person; we are spending more money. She wished more of the Township would understand the principal of the position and spending more money. I. Pronschinske suggested making a list which is started. Discussion continued on the previous lists obtained; a 1-3 page list; customizing for the Town of Arcadia; questions answered by the current people; time factor involved; interested people to look at the manuals that are created; people interested in running for the position having an idea of what is involved/getting the information out; advertising/posting; spring election notice and the caucus notice (January 24, 2015 at 1:00 p.m.); everyone currently in office being up for re-election/election; posting board members' duties; being fair to everyone; level playing field; and DVD's for board members, clerks, and treasurers. R. Tuschner will drop off the information from the last board meeting. M. Chitko has information, appointed position, but could be used to compile our list. He asked about setting the hours. Discussion continued on the elected position setting their own hours; posted office hours; a few complaints on the number of office hours vs. convenient for the public; being here during posted hours and being here for the public for the public's convenience; phone calls at home and the clerk/deputy clerk being available to serve the public; 32-40 posted hours/consistency; opening the door after "hours"; and 32-40 hour position minimum, not posted hours, but service the public. Karen Geske stated that there are probably 40 hours of work per week, but the clerk/treasurer sets their own hours; and they may not be here 40 hours/week, working from home via laptop, re-route phone calls to their cell number. R. Tuschner's point is that they want to see a warm body sitting here. K. Geske stated that if the public wants to see a warm body here, we do not have to provide that warm body, we provide scheduled hours that are on the door, and that is the hours they are there. R. Tuschner stated that when you are here working for the Town, whether it is a telephone call, Beth's clerk hours, the treasurer hours, this is where they contact you; they don't contact you where they call you and you re-route the telephone call to your home or from wherever you are, you are here. K. Geske stated that we live in an era now where you don't have to physically be there. Some things you can do from home. E. Helwig talked about information from a previous election that never got to the office until 6 months after the election, because the information was sent to the clerk's home address. E. Helwig and K. Geske agreed that the payroll and accounting information remain at the office. K. Geske stated that this is now a combined, elected position, and that everyone here is hoping to get someone who will be here, but in reality in today's world you don't have to be here on that phone 40 hours a week. There are other alternatives. She continued talking about the binders that give the deadlines for things to be completed, and that the next person, with most respect to the ladies, that they may have a more efficient way to get it done. Someone to have to be here may not be correct. There will be the crunch time. M. Chitko stated that in the past the clerk set the Town hours. He then gave an example on when the office would be open to the public: Monday, Wednesday, and Friday from 11:00 to 5:00, but still is here 40 hours a week doing the work. The posted hours would be listed, and the

clerk would still determine when the office would be accessible to the public. E. Helwig stated that this is what is currently being done. R. Tuschner referred to a previous problem and things in the office belong in the office, i.e. personnel records, financial records, litigious records. The performance of the job of the clerk could be done more effectively, more efficiently where you could take it home. K. Geske stated that the clerk/treasurer, because of it being an elected position, can make that call on his/her own. Anything of a privacy issue could be addressed. The world has changed with technology. If the clerk has the power to delegate their own hours, do their job, and there is no violation of any record keeping, why wouldn't we want someone that is that progressive? R. Tuschner talked about things changing, but a greater percentage than 50 percent of the people in this Town presently think that the position for a job, elected or appointed, when they take that job, it is here. It can change, but it is hard to change. K. Geske talked about the property taxes and that Nancy does it at home; a classic example of it being done at home and didn't hurt how the taxes got out. Part of the job can be done at home. Someone else is going to fine tune what is done now. E. Helwig spoke about the minutes, and how technology doesn't work the way it should. K. Geske talked about someone running for the position and wanting to keep the ladies on. Yes, that person can pay them. I. Pronschinske summed up that Ron has some things, the information should be given to Beth and Elva, get what Nancy has, and pool it together into 1 page. Mike also has some things. Discussion continued on the number of hours. B. Killian stated that the hours would be set for the Town office, not the Town, when the Clerk/Treasurer will be here. She talked about her experience of having late meetings or special meetings, but still coming in on the posted hours. Discussion was held about the clerk receiving the per diem for meetings and the State Statutes require the clerk to attend meetings. If a meeting is out of town, mileage is also paid. R. Tuschner asked that Beth, Elva, and Nancy get together to compile the information that he, Mike, and they have. This information will be presented at the regular January 5, 2015 board meeting.

R. Tuschner adjourned the meeting at 7:02 p.m.

Respectfully submitted by,

Beth Killian  
Town of Arcadia Clerk