

Trustee Prott called the meeting to order at 4:05 p.m., at Caledonia Village Hall, 6922 Nicholson Road, Caledonia, Wisconsin.

Present were Committee Members- Trustee Prott and Village President Bob Bradley sat in for Trustee Dobbs. Staff present was Village Administrator Tom Christensen, and Village Clerk Karie Torkilsen

1. Authorization to fill the Assistant Clerk's position

Christensen explained that Tami Schimler, Administrative Assistant will be moving out of town with her husband. As soon as their house is on the market, Tami will have a better idea of when her last day will be at the village. In the meantime, Clerk Torkilsen would like to get the position advertised and to set up interviews so there is adequate training time before Tami leaves, especially with the Presidential Election duties starting in a couple of weeks. There was concern regarding the timeframe of having two people on the payroll and the fact that Tami has not turned in a resignation letter with a final date yet. It was agreed that a month to a month in a half would be adequate time for training once her resignation letter is received. Christensen stated that there is funding to cover both positions for this timeframe. There was further discussion on the need to change this from a 30 hour a week position to full time and the reasons why. Many hours of comp time have been built up to get all the duties done including covering the front reception area when that person is out. The job description will be reviewed before the position is filled.

President Bradley moved to authorize replacement of the Assistant Clerk's position due to a resignation as presented and discussed. Seconded by Trustee Prott. Motion carried.

2. Adjournment

Motion by President Bradley to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Karie Torkilsen
Village Clerk