

TOWN OF LIBERTY GROVE MEETING NOTICES

Personnel Committee

Date: Tuesday, February 25, 2025

Time: 3:00pm

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes of 1/9/25
5. Adjourn to Closed Session pursuant to Wisconsin State Statutes § 19.85 (1) (c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Administrator position
6. Reconvene in open session
7. Announcement(s)/Recommendation(s)
8. Adjourn

**All agenda items will include discussion and possible action. **

**Report items will not be discussed or voted on.*

**Deviation from listed order may occur. **

**Audience members must ask for permission, during "Public input," to speak on agenda items. **

Pamela Donart-Welcome, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

DRAFT Town of Liberty Grove
Minutes of the Personnel Committee meeting on September 18, 2024
(This meeting was correctly posted)

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes 9/18/23
5. Adjourn to Closed Session pursuant to Wisconsin State Statutes § 19.85 (1) (c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility –crew staffing and 2025 employee compensation
6. Reconvene in open session
7. Announcement(s)/Recommendation(s)
8. Adjourn

Chairman Johnson called the meeting to order at 4:33pm. Committee members Cathy Ward, Nancy Goss, and Dan Watts were present. Billy Appel joined virtually. Administrator Walter Kalms and Clerk/Treasurer Pamela Donart-Welcome were also in attendance.

Goss moved, Ward seconded to approve the agenda as posted. **Carried 5 - 0**

Ward moved, Johnson seconded to approve the 9/18/23 minutes as presented. **Carried 5 – 0**

Johnson moved, Ward seconded to adjourn to Closed Session at 4:36pm pursuant to Wisconsin State Statutes § 19.85 (1) (c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility –crew staffing and 2025 employee compensation. Roll call: Watts, Ward, Goss, Appel, and Johnson voted aye. There were no nays.

Motion carried 5 - 0

Johnson moved, Goss seconded to reconvene into open session at 5:41pm. Roll call: Johnson, Ward, Goss, Watts, and Appel voted aye. There were no nays. **Motion carried 5 - 0**

Johnson moved, Goss seconded to increase the wages for the Highway Crew as presented. **Carried 5 – 0**

Johnson moved, Ward seconded to increase wages for the part-time employees as presented. **Carried 5 - 0**

Johnson moved, Appel seconded to recommend that the Town Board advertise in the Peninsula Pulse and Indeed.com for the position of Highway Crew. **Carried 5 - 0**

Johnson moved, Goss seconded to adjourn at 5:46pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

**TOWN ADMINISTRATOR
POSITION OPENING**

The Town of Liberty Grove has the position of Administrator becoming available. Interested persons are invited to apply, keeping in mind that knowledge of the following is necessary to be a successful hire in that capacity: municipal government (Wis. Stat. Ch. 60 for Towns), accounting, personnel management, computer skills, ability to work with the public and other governmental agencies. Responsibilities: overseeing all functions and departments of the Town, those being: budgeting, office, highways, parks, cemeteries and the various committees. More detail is enumerated in the Administrator job description. A salary range of \$60,000 to \$75,000 is offered commensurate with the appropriate qualifications. A benefit package consisting of retirement, vacation and sick leave, plus health, disability and life insurance is offered in addition to base pay. For a full job description, contact the Town office at 11161 Old Stage Road, Sister Bay WI 54234. Phone 920 854 2934. Email is tlibertygrove@gmail.com.