

TOWN OF LIBERTY GROVE MEETING NOTICES

Personnel Committee

Date: September 17, 2025

Time: 4:30pm

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes 4/8/25, 4/21/25, 4/22/25
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 – 2026 employee compensation
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
(subject to change until final approval)

Town of Liberty Grove

Minutes of the Personnel Committee meeting on April 8, 2025

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes of 1/9/25, 2/25/25
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

Chairman Johnson called the meeting to order at 10:35am. Supervisors Dan Watts, Cathy Ward, Nancy Goss, and Billy Appel were present along with Administrator Kalms and Clerk-Treasurer Pamela Donart-Welcome.

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

Ward moved, Goss seconded to approve the 1/9/25 minutes as presented. **Carried 5 – 0**

Johnson moved, Ward seconded to approve the 2/25/25 minutes as presented. **Carried 5 – 0**

Johnson moved, Goss seconded to adjourn to Closed Session at 10:36am 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. **Roll call:** Watts, Johnson, Ward, Goss, and Appel voted aye. There were no nays. **Motion carried 5 - 0**

Johnson moved, Goss seconded to reconvene into open session at 12:16pm. **Roll call:** Goss, Ward, Watts, Appel, and Johnson voted aye. There were no nays. **Motion carried 5 – 0**

There were no announcements or recommendations made.

Goss moved, Appel seconded to adjourn at 12:17pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

DRAFT
(subject to change until final approval)

Town of Liberty Grove
Minutes of the Personnel Committee meeting on April 21, 2025

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. 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 interviews
5. Reconvene in open session
6. Announcement(s)/Recommendation(s)
7. Adjourn

Chairman Goss called the meeting to order at 1:00pm. Supervisors Janet Johnson, Cathy Ward, and Dan Watts were present along with Administrator Kalms and Clerk-Treasurer Pamela Donart-Welcome. Supervisor Billy Appel arrived at 1:04pm.

Ward moved, Goss seconded to approve the agenda as posted. **Carried 4 – 0.**

Goss moved, Watts seconded to adjourn to Closed Session at 10:36am 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 interviews. **Roll call:** Ward, Goss, Johnson, and Watts voted aye. There were no nays. **Motion carried 4 - 0**

Goss moved, Johnson seconded to reconvene into open session at 4:24pm. **Roll call:** Goss, Johnson, Appel, Watts and Ward voted aye. There were no nays. **Motion carried 5 – 0**

No announcements or recommendations were made.

Goss moved, Appel seconded to adjourn at 4:24pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

DRAFT (subject to change until final approval)
Town of Liberty Grove
Minutes of the Personnel Committee meeting on April 22, 2025

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. 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 interviews
5. Reconvene in open session
6. Announcement(s)/Recommendation(s)
7. Adjourn

Chairman Goss called the meeting to order at 5:40pm. Supervisors Janet Johnson, Billy Appel, and Dan Watts were present along with Clerk-Treasurer Pamela Donart-Welcome.

Goss moved, Watts seconded to Recess the meeting until the arrival of Supervisor Ward and Administrator Kalms. **Carried 4 – 0**

Supervisor Cathy Ward arrived at 5:41pm, and Administrator Kalms was present at 5:45pm.

Goss moved, Ward seconded to move the meeting out of Recess into Open Session at 5:50pm. **Carried 5 – 0**

Ward moved, Appel seconded to approve the Agenda as posted. **Carried 5 – 0.**

Goss moved, Watts seconded to adjourn to Closed Session at 5:51pm 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 interviews. **Roll call:** Ward, Watts, Appel, Johnson and Goss voted aye. There were no nays. **Motion carried 5 - 0**

Goss moved, Johnson seconded to reconvene into Open Session at 7:58pm. **Roll call:** Johnson, Goss, Appel, Watts and Ward voted aye. There were no nays. **Motion carried 5 – 0**

Johnson moved, Goss seconded to offer the position of Town Administrator to D Lee Buckingham II with a starting salary of \$67,000 starting June 1st to December 31st, and then \$120,000 from January 1, 2026 to December 31, 2026, and \$124,000 from January 1, 2027 to December 31, 2027. **Roll call:** Ward, Appel, Watts, Johnson and Goss voted aye. There were no nays. **Motion carried 5 - 0**

Johnson moved, Goss seconded to Adjourn at 8:03pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer