

Village Board Special Meeting
February 24, 2020
7:00 PM

The Kewaskum Village Board, Washington County, Wisconsin, met in special session in the Community Room of the Municipal Building, 204 First St. Kewaskum, WI

President Scheunemann called the meeting to order at 6:30 p.m. Board members present were Richard Laubach, Sarah Severance, Dave Spenner, Jim Wright, Richard Knoebel, Jim Hovland & Kevin Scheunemann. Staff members present: Matt Heiser, Tracie Sette, Tammy Butz, and Julie Hundertmark. Members from the news media were also present.

Notice of the meeting had been posted at PNC Bank, Kewaskum Post Office and at the Municipal Building on Thursday, February 20, 2020. Notice was also forwarded to the Village Board, Village Attorney, and the News Media.

Trustee Hovland motioned to accept the resignation of the Village Clerk/Deputy Treasurer, Trustee Wright seconded. Voice vote, motion carried.

Administrator Heiser explained the Committee has (3) options with which to fill the position of Village Clerk/Deputy Treasurer.

- 1) Traditional hiring procedure which could take a number of months.
- 2) Utilize an agency such as GovTemps to find a replacement, however, this could be costly to the Village
- 3) The current Administrative Assistant is interested in becoming the new Clerk

The job description has been updated to reflect most current duties. The Board recommends adding any applicable lifting requirements. The position should report to one person and also include a probationary period.

Trustee Knoebel motioned to promote Tammy Butz to position of Village Clerk/Deputy Treasurer with the stipulation she immediately begin working on clerk certification with an 8-month probationary period, seconded by Jim Hovland. Voice vote, motion carried.

Trustee Knoebel motioned to adjourn meeting at 6:48 p.m., seconded by Trustee Hovland and carried by roll call vote: Laubach-aye, Severance-aye, Spenner-aye, Wright-aye, Knoebel-aye, Hovland-aye, Kevin Scheunemann-aye. (7-0).

Tracie Sette
Clerk/Deputy Treasurer