

**Minutes of the Special Town Board Meeting
Town of Lisbon, Town Hall
Thursday, August 23, 2018
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:30 PM.

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Plotecher and Beal. Also present: Gina Gresch, Interim Administrator. Absent: Supervisor Moonen.

New Business.

Discussion and necessary action to appoint Gina Gresch as the Town Administrator and approve employment contract for the same.

Chairman Osterman stated there were minor changes made in the last Closed Session meeting, which the Town Board and Gina Gresch have agreed upon. Supervisor Plotecher asked if there would be a raise in 2019 since the contract is through 2019. Chairman Osterman indicated the contract states raises are at the discretion of the Town Board.

Motion by Chairman Osterman to appoint Gina Gresch as the Town Administrator and approve an employment contract for the same, ending December 31, 2019. Seconded by Supervisor Gamiño. Motion carried 4-0.

Interview candidate for the Town Clerk position.

Dan Green, candidate for Town Clerk position was present. He currently works for the City of New Berlin as the Clerk and head of Community Relations, which he has been for two years this fall. He has a degree in Public Policy and Administration from UW-Whitewater. He told the Town Board he feels this position is a great fit for him and his career goals. His career goal is to be an Administrator one day and will learn how to do that in Lisbon. Mr. Green explained that because of the Clerk's duties in the City. The Town Board members asked questions about his goals, strengths, weaknesses and salary requirements. He reiterated about wanting to be an Administrator one day but needs to learn and master many aspects of the job into order to be successful, like the financials, budget, planning and zoning, etc. He wants to enjoy his work, learn and grow. At this point, he isn't learning anything more within his department. He feels he will work well with the Administrator and staff. Money isn't a motivator; he is trying to use his degree as much as he can. He has his Wisconsin Certified Municipal Clerk and is very close to receiving his CMC from the International Institute of Municipal Clerks. He would like to take some planning classes to learn more about it once he's settled into the position. He continues to attend clerk conferences, UWGB Master Academy classes, WMCA district meetings, and other trainings and conferences. He also needs to complete the Treasurer's Completion course at UWGB. He also has IT experience he can bring to the Town with upcoming projects. He did speak with his supervisor about joining the Town of Lisbon and she understood and encouraged him to better himself. As a starting point, he asked to make about the same salary the clerk position currently pays and would like three weeks' vacation; he has three and a half weeks in New Berlin. He feels his strengths include being very good with people including staff, vendors, elected officials, has negotiation and communication skills. He is looking forward to working in a more residential community and learning. He thanked the Town Board for the opportunity to interview.

Motion to convene into Closed Session for the following items: Pursuant to Wisconsin Statute 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, more specifically to continue interview of a candidate, if necessary, and to discuss and review the candidate for the Town Clerk position.

Motion by Supervisor Beal to convene into Closed Session for the following items: Pursuant to Wisconsin Statute 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, more specifically to continue interview of a candidate, if necessary, and to discuss and review the candidate for the Town Clerk position. Seconded by Supervisor Plotecher.

ROLL CALL VOTE:

Chairman Osterman: Yes
Supervisor Gamiño: Yes
Supervisor Plotecher: Yes
Supervisor Beal: Yes

Motion carried, 4-0, by roll call vote. Town Board convened into Closed Session at 6:59 PM.

Motion to re-convene into Open Session to take possible action, if necessary, regarding the appointment of the Town Clerk.

Motion by Supervisor Beal to re-convene into Open Session to take possible action, if necessary, regarding the appointment of the Town Clerk. Seconded by Supervisor Gamiño.

ROLL CALL VOTE:

Chairman Osterman: Yes
Supervisor Gamiño: Yes
Supervisor Plotecher: Yes
Supervisor Beal: Yes

Motion carried, 4-0, by roll call vote. Town Board re-convened into Open Session at 7:33 PM.

The Town Board invited Dan Green back into the room. Chairman Osterman stated it is the consensus of the Town Board to offer him the position and gave him two options for salary and vacation. \$50,000 and three weeks' vacation or \$52,000 and two weeks' vacation. Dan Green agreed to \$52,000 and two weeks' vacation.

Motion by Chairman Osterman to offer the Town Clerk position to Dan Green, for \$52,000 salary and two weeks' vacation. Seconded by Supervisor Plotecher. Motion carried 4-0.

Adjournment.

Motion by Supervisor Beal to adjourn the Thursday, August 23, 2018 Town Board of Supervisors meeting at 7:35 PM. Seconded by Supervisor Gamiño. Motion carried, 4-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Administrator