

**SPECIAL TOWN BOARD MEETING**  
**December 4, 1995 9:00a.m.**  
**Saukville Town Hall 3762 Lakeland Road**

Present: Dan Gute, Jeff Opitz Absent: Jack Fellenz  
Also present: Walter Clarke, Clerk; Phyllis Linden, Treasurer

**Minutes:**

1. Call to Order
2. Pledge of Allegiance
3. Accept the resignation of Town Treasurer Phyllis Linden  
Chairman Gute read a letter of resignation from Phyllis Linden effective December 1, 1995. Gute moved to accept the resignation; Opitz seconded; motion carried.
4. Accept financial records and Town property from departing Treasurer  
The Board and Clerk accepted keys, financial records, safe deposit box contents, and bank statements from the former Treasurer and signed receipts.
5. Discussion/action on assignment of certain Town Treasurer's duties to Ozaukee County Treasurer's Office per Section 74.75 of Wisconsin Statutes. Gute read a letter to Karen Makoutz, Ozaukee County Treasurer, requesting assistance in collecting taxes. Gute moved to accept the assignment of duties; Opitz seconded; motion carried.
6. Discussion/action on authorization of payment for temporary help for other Town Treasurer's duties including tax mailings.  
Gute moved to hire Linden as a temporary employee of the Town at \$6.00 per hour to assist in mailing tax bills and other required Treasurer's duties as necessary; Opitz seconded; motion carried.
7. Discussion/action on Town Administrator  
Gute discussed a letter he proposed to send to Town citizens on the merits of hiring a Town Administrator to mitigate the problems associated with the turnover of elected town employees. Gute reported that 26 towns in the State have hired paid administrators, with some towns as small as 112 population. He stated that the average salary of an administrator of a municipality with a population of 1000 to 2500 is \$37,165. Gute moved that the Board appoint Walter Clarke as Administrator with a salary of \$35,000. Clarke would resign as Town Clerk. Gute cited the minutes of the November 21, 1995 Town Board meeting which recommended combining the jobs of Clerk and Treasurer as further support for his position:  
"Discussion/action on a referendum per last month's correspondence on Wisconsin Act 34--Gute read an excerpt from the WTA Newsletter describing the new law to allow appointed clerk/treasurers for a term of 3 years. Gute recommended placing a referendum before the Town at the spring Presidential primary election asking the electors to approve the appointment of a clerk/treasurer at the end of the current terms of office in 1997. He stated that he felt it was important to retain a qualified individual and this would help insure continuity in an increasingly complex occupation. Clarke agreed and stated that he had planned to attend courses at UWEX (1 week for three years) in Green Bay leading to certification as a municipal clerk, but would require some assurance that he would be retained before spending the time and effort. He observed that the trend continued to delegate power and administrative authority from Federal, State, and county governments to the local level and that the job was becoming increasingly critical to the future of the Town. Linden concurred and stated that continuity was a problem in elected positions and that the Town would be well advised to appoint a qualified individual to administer the Town's business. Fellenz observed that the job had changed significantly over the years from a "minute taker" to a person with responsibilities for diverse programs and laws mandated by higher levels of government. He stated that the Town could no longer ignore the laws and procedures and could find themselves in expensive litigation if they were to revert to the casual approach of yesterday.  
Opitz stated that he would go on record supporting the position, but wanted some time to talk with others and would feel more comfortable voting on it as a full Board. Linden suggested

developing a job description and felt that the Town may be required to advertise for job candidates.

8. Discussion/action on delayed publication of public hearing notice on Tesker rezoning. Gute reported that the Ozaukee Press failed to print a notice that was faxed to them on the Public Hearing for the Tesker rezoning. He stated that he may be able to find out if the Teskers would be amenable to changing the date of the Hearing to comply with the open meeting law. Opitz moved to change the date to December 21, 1995 if this was agreeable to the Teskers; Gute seconded; motion carried.
9. Adjourn

Walter H. Clarke, Clerk