

**Approved 7/27/2022**

**SPECIAL TOWN BOARD MEETING**

**WEDNESDAY, JUNE 1, 2022**

**6:00 p.m.**

**FREEDOM TOWN HALL**

**W2004 COUNTY RD S**

**1. CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE –**

*Meeting called to order by Chairman Charles Kramer at 6:00 p.m.*

*Members present: Chairman Charles Kramer, Supervisor Kevin Schuh, Supervisor Jason Vandenberg, Supervisor Brandon Conrad and Supervisor Margo Fox.*

*Also present: Deputy Clerk/Treasurer Jennifer Andersen*

*Chairman Charles Kramer led in the Pledge of Allegiance.*

**2. VERIFICATION OF POSTING/ADOPT AGENDA –**

*Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 26<sup>th</sup> day of May, 2022 at 3:00 p.m. by the Clerk's Office. Also posted at: Dairyland Depot, Freedom Mini Mart and Shop & Save Mart/ Halesi, LLC.*

*Motion made by Supervisor Brandon Conrad with a second by Kevin Schuh to approve the Agenda.*

*5 Yea / 0 Nay Motion Carried: Yes*

**3. DISCUSSION AND CONSIDERATION OF CONTRACTING WITH BAIRD FOR CAPITAL IMPROVEMENT PLANNING –**

*Supervisor Brandon Conrad reached out to Brad for information from Baird. Clerk/Treasurer Colleen Laha made copies of a one-page flyer for the Town Board members and gave members a copy of the paper in their packet. Supervisor Brandon Conrad said this would help with budgeting and financing so when our projects come in and bids are being proposed it is a matter of looking at the bid and approving. Baird would charge \$8,450.00 start-up fee and \$650.00 annually. Baird would need a copy of the Town of Freedom's five-year plan.*

*Supervisor Kevin Schuh asked if they had a draft of the contract, or if they would be assisting with the budget for this year and set it up for the Town? Supervisor Brandon Conrad suggested to send all questions to Deputy Clerk/Treasurer Jennifer Andersen and Clerk/Treasurer Colleen Laha by next Wednesday, Jen can send out an email with the Board members questions and request a draft contract to Baird.*

**4. PUBLIC WORK EMPLOYEES WANT TO DISCUSS WORK ISSUES WITH THE TOWN BOARD –**

*Discussed Chairman Charles Kramer not leaving employees alone, that has been taken care of by multiple conversations. Bathroom door hinge issues and using barn door hinges for bathroom door to be fixed. Public Works Supervisor Rick Fuss stated after spending \$50,000.00 on the bathroom to be remodeled he wants to fix it properly. The globe light being put on the proper way, for safety of employee and so OSHA does not get involved. The scoreboard bushes that need to be trimmed because of complaints of not seeing the score. Park lights being left on overnight. Friction amongst everyone and we all need to get along.*

*Jason Vandenberg left meeting at 6:58 p.m.*

*Supervisor Margo Fox asked Chairperson Charlie Kramer to stay away from the parks.*

*Chairperson Charlie Kramer stated he has no problem staying away, he has enough to worry about with the roads. But when complaints come in for the parks, remind people that Charlie has nothing to do with the parks!*

*Chairperson Charlie Kramer asked if there will be two people on roads starting Monday, Rick said he will have to see. Rick said Chelsea from the parks asked who was going to be in charge down at the parks. Supervisor Brandon Conrad said that Rick is in charge, so if maintenance needs to be hired out so tasks can get done, then so be it. If there are issues or problems, Rick needs to bring them to the Board for discussion and get them resolved.*

*Discussed the Kubota lawnmower that is on auction and stating the Town will never buy another Kubota and a letter will be written to Kubota. Supervisor Kevin Schuh said if we send him the information on the Kubota, he will write a letter and send it to Kubota, certified.*

*Chairman Kramer suggested that Adam Eggert be in charge of the parks, Parks Director, from April through August for \$1,000.00 a month. Adam Eggert is not against the idea but put the details together and he will look and see if it feasible.*

5. DISCUSS JOB DESCRIPTION FOR ADMINISTRATIVE POSITION –

*Supervisor Brandon Conrad stated he gave everyone a draft and prior to Supervisor Jason Vandenberg leaving meeting, Jason recommended that in paragraph two the part that states this position will be responsible for administering election, licensing, official town records, etc., etc. he recommends taking that out of it. Supervisor Conrad doesn't necessarily disagree with it.*

*Discussion was brought up about passed employees of the office and their role and when they left, all their jobs were put on the Clerk/Treasurer. Now by hiring an Administrator, the Clerk/Treasurer can go back to doing their duties and train the Deputy Clerk/Treasurer of unfamiliar duties.*

*Supervisor Kevin Schuh stated the office is overwhelmed, and we want to eliminate the extra duties that are put in front of them.*

*He said prior to the meeting Supervisor Margo Fox came across a job description in the Wisconsin Town Association Monthly magazine on page 5 that shows Washington Island is looking for an Administrator and is put much simpler. Supervisor Brandon Conrad stated he would like to reach out to them for more information and place an ad.*

*Deputy Clerk/Treasurer if she felt this would help, she said she didn't think so. Maybe an office helper but not an Administrator, I have yet to sit next to Colleen and learn about TID's. But that's my opinion, wait until Colleen comes back and talk to her. Supervisor Margo Fox said she feels we need to look for a town administrator, that office employees, public work employees, FAA contacts for certain things and that ultimately leans the Town Board to do Town Board jobs not the grunt work that currently exists.*

*Supervisor Kevin Schuh suggests that the Board talk to Colleen to see what Colleen would like when she returns from vacation.*

*Rick asked if the park restrooms should be left open 24/7. Supervisor Margo Fox and Chairperson Charlie Kramer discussed it and said it would be a good idea to try it for a couple of weeks and see what happens.*

*Deputy Clerk/Treasurer Jennifer Andersen received a text message during the meeting from Clerk/Treasurer Colleen Laha and it stated that the Kubota lawnmower that was on auction sold. She informed the Town Board and Rick. Supervisor Brandon Conrad told Rick to go ahead and purchase the new lawnmower. Chairperson Charlie Kramer said each Board member needs to talk to Jen and Colleen. Supervisor Brandon Conrad said he will talk with Colleen.*

6. ADJOURN –

*Motion made by Supervisor Kevin Schuh with a second by Supervisor Brandon Conrad to adjourn at 8:27 p.m.*

*Respectfully Submitted,*

*Jennifer Andersen*