

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

A Special Meeting of the Cary Town Board was held on March 28, 2023 at 11:00 at the Cary Town Hall, 5688 Accola Road, Pittsville, WI 54466, The meeting was called to order by Chairman Mark Gosh, in attendance were Chairman Gosh, Supervisors Dennis Brunner and Dale Zawislan. The Pledge of Allegiance was recited, and a Prayer was given.

New Business: "Social, Cultural and Economic changes in recent years demands changes in the way even small towns must conduct business.

Taking into consideration our current levy, the cost of road material and labor, and that a major outlay of a monthly loan payment which will be paid off in October of 2025, we must consider substantial pay increases for the Appointed positions of Clerk and Treasurer. The Deputy Clerk has already declined a pay increase. The pay increase for Clerk and Treasurer are allowable based on the increased amount of duties and knowledge of computer skills pertaining to accounting duties required for banking, payroll, accounts, bills, QuickBooks, financial reports, yearly reports, understanding the Tax and Levy system to account for a budget and to provide control of expenditures not to exceed appropriation, so the board is current in all the budget headings on the budget report.

In addition, today we want to review and increase the pay of our equipment operator and general labor employee. We believe a substantial increase is needed to maintain good moral and entice future applicants. Our goal should be to have the clerk and treasurer position work as a unit with a further goal for the clerk to become proficient in the duties of the treasurer now and will perform when the Annual Report (CT) needs to be completed each year.

Therefore, the board needs to compensate the Treasurer for the additional duties. Compensation also needs to be allocated for the Clerk's position for the increased requirements that have compounded over the last few years. Both positions in regards to the salary must be commensurate with the times for the additional workload and responsibilities."

For the Purpose of Salary Increase

Treasurer:

Performs the stator duties of the Town Treasurer

- A. Keep an itemized account of the town's monies received and disbursed by the town
- B. Deposit as soon as practicable, the funds of the town
- C. Conduct banking transactions
- D. Maintain a system of control to ensure that expenditures do not exceed appropriations
- E. Prepare a report for each regular Town Board Meeting
 - a. Prepare monthly financial reports for the Board
 - b. And as needed a current review of the budget
- F. Collect tax payments, refund over-payments of taxes, balance tax collections and prepare tax collection reports
- G. *Assist town clerk and town board in preparing the Annual Operational and Capital Budget

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

Clerk and Deputy Clerk:

Performs duties as provided by Wisconsin State Statutes

Also, in addition—Prepare Annual Report

Learn an amount of proficiency in QuickBooks and Accounting software to assist Treasurer

At the April 18, 2023 Meeting the Clerk will provide a document including the motion for each individual position to be signed by the employee in agreement for the terms stated.

Respectfully Submitted,

Jean Gansch, Clerk

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

Motion #1

To increase the pay for the Treasurer to \$400 per month plus \$36 per meeting, based on the Treasurer's agreement to perform all the state duties required for the Town of Cary. This increase will start on May 1, 2023 to end on May 1, 2025.

Motion made by Dennis Brunner and Seconded by Dale Zawislan, Motion Passed.

Signed:

Carey Rucker, Treasurer _____ (Date) _____

Mark Gosh, Chairman _____

Dennis Brunner, Supervisor _____

Dale Zawislan, Supervisor _____

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

Motion #2

To increase the pay for the Town Clerk to \$583 per month plus \$36 for meetings based on the Clerk's agreement to perform all the stated duties and training required for the Town of Cary. This increase will start on May 1, 2023 and end on May 1, 2025. Motion made by Dennis Brunner and Seconded by Dale Zawislan, Motion Passed.

Signed:

Jean Gansch, Clerk _____ (Date) _____

Mark Gosh, Chairman _____

Dennis Brunner, Supervisor _____

Dale Zawislan, Supervisor _____

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

Motion #3

To increase the pay for the equipment-maintenance/operator to \$23 per hour an increase from \$20.50 per hour. All other labor rates will remain the same. Rate increase to start May 1, 2023.

Motion made by Dennis Brunner and seconded by Dale Zawislan; motion passed.

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

Motion #4

The Deputy Clerk will be paid at a rate of \$16 per hour to be capped at 15 hours per month, so the board can budget the salary of the Deputy Clerk. Labor pay will stay the same. Motion made by Dennis Brunner and Seconded by Dale Zawislán, Motion Passed.

Signed:

Lori Hiebl, Deputy Clerk _____ (Date) _____

Mark Gosh, Chairman _____

Dennis Brunner, Supervisor _____

Dale Zawislán, Supervisor _____

TOWN OF CARY
5688 ACCOLA ROAD
PITTSVILLE, WI 54466
March 28, 2023
Special Town Board Meeting
11:00 AM

Motion #4

The Deputy Clerk will be paid at a rate of \$16 per hour to be capped at 20 hours per month plus \$36 per meeting, so the board can budget the salary of the Deputy Clerk. Labor pay will stay the same. Motion made by Dennis Brunner and Seconded by Dale Zawislan, Motion Passed.

Signed:

Lori Hiebl, Deputy Clerk _____ (Date) _____

Mark Gosh, Chairman _____

Dennis Brunner, Supervisor _____

Dale Zawislan, Supervisor _____