

SPECIAL MEETING – March 3, 2021

In the absence of President Hackl, Cinda Johnson called the Special meeting of the Muscoda Village Board to order at 5:30pm in the Council Chambers of the Kratochwill Memorial Building. **Motion** Miller, second Wiederholt to appoint Bartlett as Chairperson. **Motion carried.** The following members were present: Anderson, Bartlett, Blood, Miller and Wiederholt. Also present: Wardell and Johnson. President Hackl arrived at 5:55pm.

PROOF OF PUBLICATION: **Motion** Anderson, second Miller to accept the Proof of Publication. **Motion carried.**

PLEDGE OF ALLEGIANCE.

DISCUSSION AND ACTION ON RESIGNATION OF STREET LABOR:

Motion Miller, second Blood to accept the resignation of Justin Tollefson effective March 5, 2021. **Motion carried.**

DISCUSSION AND ACTION ON UPDATING JOB DESCRIPTIONS FOR:

-Administrator Clerk: The Board reviewed the job description and instructed Johnson to update the existing job description using the same format as the Deputy Clerk-Treasurer description.

-Deputy Clerk-Treasurer: **Motion** Anderson, second Blood to adopt the presented Deputy Clerk-Treasurer job description. **Motion carried.**

-Utility Clerk: The Board reviewed the job duties list and instructed Johnson to update the existing job description using the same format as the Deputy Clerk-Treasurer description.

-Street Laborer: **Motion** Anderson, second Blood to adopt the Street Laborer job description with the changes made. **Motion carried.**

DISCUSSION AND ACTION ON ADVERTISING FOR:

-Deputy Clerk-Treasurer: **Motion** Bartlett, second Anderson to advertise for the Deputy Clerk-Treasurer position. **Motion carried.**

-Street Laborer: **Motion** Bartlett, second Anderson to advertise for the Street Laborer position. **Motion carried.**

Both job ads will be in the Muscoda Progressive, Boscobel Dial, Richland Center Shopping News, on www.muscoda.com and Muscoda Facebook page and applications due back by noon on March 29, 2021.

DISCUSSION AND ACTION ON ESTABLISHING COMPENSATION FOR:

-Deputy Clerk-Treasurer: **Motion** Anderson, second Blood to set starting wage at \$17 per hour based on experience and qualifications. **Motion carried.**

-Street Laborer: **Motion** Wiederholt, second Bartlett set starting wage at \$15 per hour based on experience and qualifications. **Motion carried.**

The Board did not adjourn into closed session.

ADJOURNMENT: **Motion** Wiederholt, second Miller to adjourn the meeting. **Motion carried.**



Cinda Johnson, Village Administrator