

TOWN OF BURKE

5365 Reiner Road

Madison, WI 53718

The Town Board of the Town of Burke will hold a Special Meeting

Wednesday, June 24, 2020 6:00 p.m.

at the Town Hall, 5365 Reiner Rd., Madison WI 53718

REVISED 6 23 2020 2:20 p.m.

ALL AGENDA ITEMS ARE SUBJECT TO POSSIBLE ACTION

1) ADMINISTRATIVE

- a) Determination that a quorum is present and that the meeting was properly posted
- b) Call to Order
- c) Pledge of Allegiance

2) Options for filling the Administrator/Clerk/Treasurer position

- a) Promote Deputy to Clerk/Treasurer and hire an Administrator (Option One)
 - i) Review Clerk/Treasurer job description
 - (1) Determine salary
 - (2) Authorize staff or Board member to draft offer letter and extend offer to Deputy effective July 2, 2020
 - ii) Review Administrator job description
 - (1) Determine salary range
 - (2) Create an advertisement for the position
 - (3) Determine application deadline
 - (4) Determine posting/publication locations for the advertisement
 - (5) Establish a hiring committee
 - (6) Set meeting date and time for hiring committee
 - iii) Compensation for outside consultant relating to the Administrator position
- b) Hire an Administrator /Clerk/Treasurer (Option Two)
 - i) Review Administrator/Clerk/Treasurer job description
 - (1) Determine salary range
 - (2) Create an advertisement for the position
 - (3) Determine application deadline
 - (4) Determine posting/publication locations for the advertisement
 - (5) Appoint an Interim Clerk/Treasurer
 - (6) Establish a hiring committee
 - (7) Set meeting date and time for hiring committee
 - ii) Compensation for outside consultant relating to the Administrator/Clerk/Treasurer position

3) ADJOURNMENT

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above meeting, other than the governmental body specifically referred to in this notice. Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 825-8420, 5365 Reiner Road, Madison, WI 53718, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

By: Brenda Ayers, Clerk/Treasurer Certified posting: June 23, 2020