

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of hiring Coralee Hansen for the open Administrative Assistant position at a wage of \$20.00 per hour.

The new Administrative Assistant position was included as part of the 2024 Budget, and Administrator Wisnefske has identified funds within the current 2023 Budget to allow for the hiring of someone for this position prior to the start of the tax season, onboarding of the utility billing software, & switching of garbage/recycling vendors. By hiring and onboarding during the end of 2023, Ms. Hansen will be able to receive more training and direct engagement with all the Staff she will be supporting.

If the Board agrees, a motion to approve the hire would be in order.

SUGGESTED MOTION:

Motion to approve the hiring of Coralee Hansen for the open Administrative Assistant position at a wage of \$20.00 per hour.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey