

MEMORANDUM

Business Item D

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of shifting one of the Administrative Assistant positions from part-time employment to full-time employment for utility administrative duties.

As the utility and amount of utility customers have grown, the duties taken on by the Administrative Assistant have greatly expanded, beyond the scope of what a part-time position will allow. Administrator Wisnefske is requesting this change to best serve the utility as it continues to expand, and its customers. She will be available at the meeting to answer any questions.

SUGGESTED MOTION(S):

Motion to approve the shift of one part-time Administrative Assistant position to full-time employment.

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

Respectfully Submitted
Kelsey