**MINUTES OF THE SPECIAL TOWN BOARD MEETING**

**Closed Session**

**Monday, December 30, 2024**

**Approved**

The Special Town Board Meeting in the Town Office was called to Order by Chairman Renz at 7:01pm and a roll call was done to establish a quorum with Eric Neff, Dave Scully Jim Frint and Seana Frint in attendance. Chairman Renz verified notice.

*A motion was made by Tom and seconded by Eric to approve the agenda. Voice vote taken; motion carried.*

1) Discuss job duties of Town of Barnes Administrator position.

2) Discuss the duties of the Town of Barnes Clerk-Treasurer position.

3) Discussion on Social Media presence

*A motion was made by Tom to go into closed session at 7:02PM seconded by Dave*

Closed Session: As the governing body for the Town of Barnes, the Town Board will go into a closed session pursuant to the following: Town of Barnes Administrator and Clerk- Treasurer position

1. a) Wis. Stat § 19.85(f) “considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.”

*A motion was made by Dave to return to open session at 8:16pm seconded by Seana. A roll call vote was taken with all members voting yes, motion carried.*

*A motion was made by Tom to have Seana draft an Admin job description to present and the January Board meeting, a roll call vote was taken, all voted yes motion carried.*

*A motion was made by Tom to allow Tom and Kari to create a social media presence to help keep the public notified, A roll call vote was taken with all members voting yes, motion carried.*

*A Motion was made by Tom and seconded by Dave to appoint Lisa Meyer as Town Administrator effective immediately, Lisa will also continue as clerk/treasurer until Jan1, 2025. A roll call vote was taken with all members voting yes, motion carried.*

*A motion was made by Tom to enter closed session at 8:22pm seconded by Dave*

*A motion was made by Tom to return to open session by Tom at 8:30pm seconded by Dave*

*A motion was made by Tom to have emails made for all full time EMT employees seconded by Eric*

*A motion was made by Tom to adjourn the meeting at 8:35pm seconded by Dave*

**Kari Hufnagler, Clerk/Treasurer**

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