

## **OTTAWA TOWN BOARD**

### **Notice of Closed Session Meeting**

The Ottawa Town Board will meet at the Ottawa Town Hall, located at W360S3337 State Road 67, Dousman, WI, 53118, on Monday, November 4, 2019, at 6:30 P.M., to go into Closed Session to evaluate Town staff job performances, and to review wage and benefits for the Town Clerk/Treasurer.

1. Call to order

The Town Chairman will announce to all those present the fact that the Board intends to convene themselves in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, requiring a closed session pursuant to Section 19.85 (1)(c), Wisconsin Statutes. The Town Board will review the Town Clerk/Treasurer's wage and benefit structure, and discuss Town employee job performances.

Upon motion, duly made and seconded and acted upon by roll call vote of the majority of the members present, pursuant to Sec. 19.85 (1)(c), Wis. Statutes an Executive Session will take place. At the conclusion of the Executive Session, the Town Board will reconvene in Open Session to take action on the matters that were discussed in closed session, regarding the Town Clerk/Treasurer's wage and benefit structure and discuss Town employee job performances.

2. Upon motion, duly made and seconded and acted upon by roll call vote of the majority of the members present, pursuant to Sec. 19.85 (1)(c), Wis. Statutes an Executive Session will take place.

At the conclusion of the Executive Session, the Town Board will reconvene in Open Session to take action on the matters that were discussed in closed session, regarding the Town Clerk/Treasurer's wage and benefit structure and Town employee job performances.

3. Discussion/Action - Clerk/Treasurer wage and benefit structure and Town employee job performances

4. Adjournment

\*Please be advised per Wisconsin Act 123, the Ottawa Town Board will receive information at the above stated meeting from the public for a three minute time period, with time extensions per the Chairperson's discretion, per person; be further advised that after the public comments are completed, the Ottawa Town Board may discuss the information received, however, no action will be taken under public comments.

It is possible that members of and possible 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-stated meeting other than those governmental bodies specifically referred to above in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Ottawa Town Hall at (262) 965-3228.

Melissa M. Klein, WCMC  
Clerk/Treasurer