

**SPECIAL MEETING  
PERSONNEL  
Meeting Minutes**

**Attendees:** Town Board members: Chairman Pete Parris, Supervisor Cathy Nielsen, Supervisor Mike Klingelutz, Clerk/Treasurer Melissa Lano, and Jean Moore.

**Special Meeting was called to order at 9:00am.**

Melissa Lano compiled a detailed Clerk/Treasurer job task list with estimated due dates to be used as a guide during transition training. A copy was provided to each Board member. Training is going well despite the many training delays due to family emergencies, employee illnesses and the Christmas/New Year's Holiday.

Melissa Lano as Clerk/Treasurer accepted the written resignation of Mary Kosel as Appointed Deputy Clerk/ Treasurer.

A motion by Chair Parris was seconded by Supervisor Klingelutz to accept Melissa Lano's written resignation as Appointed Clerk/Treasurer. None opposed. Motion passed unanimously.

A motion by Chair Parris was seconded by Supervisor Nielsen to Appoint Jean Moore as Clerk/Treasurer, contingent on the successful completion of a 90-probationary period. None opposed. Motion passed unanimously.

Jean Moore took the Oath of Office.

Jean Moore as Appointed Clerk/Treasurer appointed Melissa Lano as Deputy Clerk/Treasurer @ \$35.00/hr., with a \$20 cell phone stipend per pay period and a 50% paid township phone replacement.

Melissa Lano took the Oath of Office.

A motion by Chair Parris was seconded by Supervisor Nielsen to hire Mary Kosel as Administrative Assistant @ \$25.00/hr. with work hours to be determined on an as needed basis. None opposed. Motion passed unanimously.

Security Bank signature cards were updated.

**Adjournment**

Chair Parris adjourned the meeting at 10:00am.

Submitted by: \_\_\_\_\_  
Jean Moore  
Clerk/Treasurer, Carver County, Minnesota  
Notarial Officer (ex-officio notary public)  
My term is indeterminate.

Accepted by: \_\_\_\_\_  
  
Date \_\_\_\_\_