David Torgler, Administrator/Clerk

COMMUNICATION FORM

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FROM: David Torgler, Town Administrator/Clerk
DATE: January 5, 2024
ITEM: Consent Agenda
ATTACHED: LJH Oak Creek Inc., DBA Select Super Market, liquor license renewal application; Job description updates for Assistant Recreation & Events Coordinator, Maintenance Worker I, Maintenance Worker II and Maintenance Worker III positions.

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BOARD ACTION: _X_ ACTION ITEM
____ DIRECTION REQUESTED
____ INFORMATION

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REQUEST OR ISSUE: A consent agenda is used for the approval of routine agenda items, or items that have been reviewed at previous board meetings. The following items have been identified as routine and placed on the Consent Agenda:

A. Approval of renewal Fermented Malt Beverage License for LJH Oak Creek Inc., dba Select Super Market, 103 W. Main Street.
B. Approval of Assistant Recreation & Events Coordinator updated job description.
C. Approval of Maintenance Worker I updated job description.
D. Approval of Maintenance Worker II updated job description.
E. Approval of Maintenance Worker III updated job description.

RECOMMENDED ACTION: That the Board approves the consent agenda as presented.

BACKGROUND INFORMATION: The Board has established a process to streamline certain types of items to allow sufficient time for discussion of topics or issues. Items that are routine or have been reviewed at previous board meetings can be placed on a consent agenda and approved with a single motion. Board members can request the removal of an item or items from the consent agenda for further discussion.

FISCAL IMPACTS: As identified in accompanying materials.

LEGAL ISSUES: Approval of these items will comply with the legal requirements for the same.

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: See above.