



MEMO TO: Mayor Cerkvenik and Board of Trustees
FROM: Michael Brack, Town Manager
Paul Johnson, Director of Public Works
DATE: January 21, 2026
SUBJECT: Public Works Facility

Matter before the Board:

Approval to change the currently budgeted Drop part time employee position to a full-time position that will not require a commercial driver's license. Therefore, the automatic pay increase for obtaining a commercial driver license would not apply to this position.

Background:

Since the opening of the Drop in 2018, it has been operated by a part time employee on Wednesdays and the weekends. The change to a full-time position will allow for additional street operations when not manning the Drop. The Drop position is currently unoccupied and current street staff are manning the facility on a rotating basis in 2 shifts when open.

Budget: the change to a full-time position will increase the budgeted amount of fund 10-60-110 by approximately \$30,000 due to the increased hours and benefit package.

Recommendation:

Town staff recommend moving the Drop attendant position to a full-time position that will perform other street operator activities during the days not working at the Drop.