



**MINUTES OF THE SPECIAL TOWN BOARD MEETING  
OCTOBER 6, 2011**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. by Chairman Heidtke, and the Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver.
  - B. Roll Call** – Chairman Heidtke, Supervisors Hartwig, Huettl, Kufahl and Russell were present. Also present was Clerk Oliver.
  - C. Approval of the Agenda** – Motion by Hartwig, seconded by Huettl to approve the agenda. Motion carried.
- II. Business**
- A. Any Town Citizen Comment on an Agenda Item** – T. Peters commented on items F and G.
  - B. Discussion and Possible Action – Concealed Carry Law and Municipal Building Postings** – Motion by Kufahl, seconded by Russell banning the carrying of concealed weapons into the Town Hall buildings and directing the Town Clerk to post signage at the two main entrances to notify the public of the ban. Motion carried.
  - C. Discussion and Possible Action – Resolution to Adopt Employee Grievance Procedure** – Motion by Kufahl, seconded by Hartwig to adopt Resolution J-11-006, Employee Grievance Procedure. Motion carried. Chairman Heidtke commented the minutes should reflect this item was on the September 22, 2011 Special Town Board Meeting agenda for action however the meeting was canceled due to a Town emergency.
  - D. Discussion and Possible Action – Resolution Pertaining to Recycling Unit Authorized Representative and Contact for Application and Reporting** - Motion by Russell, seconded by Huettl to adopt Resolution J-11-007, “Combined Authorizing Resolution for DNR Recycling Grants to Responsible Units and Recycling Efficiency Incentive Grant Program”. Motion carried.
  - E. Discussion and Possible Action – El Camino Subdivision – Water Drainage/Easement Cleanout** – No action. Chairman Heidtke explained there is not a subdivision association to address the issue and noted the he checked with Washington County and the easement is not in the Shoreland District. Zoning Administrator Hoffmann commented to Chairman Heidtke that the Town may need to facilitate a Public Hearing of the El Camino residents, and the entire subdivision may need to be equally assessed for the costs associated with the cleanout. The consensus of the Town Board is that two questions need to be considered before proceeding: 1. Who owns / has the responsibility for the easement; 2. If the water that is backing up isn’t on the road then is it a Town concern? Place topic on a future agenda.

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**F. Discussion and Possible Action – Waste Removal Contract with Waste Management – Bid Out or Renew?**- Motion by Kufahl, seconded by Huettl to bid out the waste removal contract for the next contract period commencing January 1, 2012. Motion carried.

**G. Discussion – 2012 Fee Schedule** – Clerk Oliver presented her proposed 2012 Fee Schedule and pointed out the fees that would be increased from 2011. The consensus of the Town Board is for the Clerk to proceed with the 2012 Budget preparation based upon the 2012 Fee Schedule presented. Clerk Oliver should put the Fee Schedule in her tickler file for review and adoption at the December 2011 Regular Town Board Meeting.

**III. The Town Board may go to Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”; Employee Performance Evaluations and Reviews; Hiring of Town Hall Custodian, Review of Town Treasurer Candidates.** Motion by Hartwig, seconded by Huettl to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried.

**IV. Reconvene in Open Session for the Purpose of Acting on Matters Discussed in Closed Session.** Motion by Kufahl, seconded by Huettl to move into Open Session. Motion carried.

**Action on items discussed in Closed Session:** Motion by Huettl, seconded by Russell to hire Kathy Welch as the Town Treasurer under Clerk Oliver’s supervision at \$15 per hour, on a probationary basis with a performance review in February 2012. Motion carried. Motion by Kufahl, seconded by Huettl to hire Margaret Dutton as the Town Hall facility cleaning person under Clerk Oliver’s supervision at \$15 per hour. Motion carried.

**V. Supervisors and Clerk Reports**

**A. Chairman’s Report and Correspondence -Chairman Heidtke** – Nothing additional to report.

**B. Clerk’s Report and Correspondence – Clerk Oliver** – Nothing additional to report.

**VI. Future Agenda Items** – No items were noted.

**VII. Announcements** – Supervisors were reminded to note upcoming meetings.

**VIII. Adjournment** – Motion by Huettl, seconded by Hartwig to adjourn. Motion carried.

Respectfully submitted,

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Julia Oliver, Town Clerk

Minutes approved: \_\_\_\_\_