



**MINUTES OF THE REGULAR TOWN BOARD MEETING
FEBRUARY 10, 2011**

- I Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:00 p.m. by Chairman Servais, and the Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver; “This is a public meeting, notice was given to the public by posting at the appropriate places in the municipality and additional notice of this meeting was sent to the following news media who have filed requests for all public notices – the West Bend News, Journal Sentinel, WBKV Radio, and Express News”.
 - B. Roll Call** - Chairman Servais, Supervisors Hartwig, Kufahl, Russell and Scheunemann were present. Also present was Treasurer Parnow and Clerk Oliver.
 - C. Approval of the Agenda** – Motion by Supervisor Hartwig, seconded by Supervisor Kufahl to approve the agenda. Motion carried.
 - D. Approval of Minutes** – Motion by Supervisor Russell, seconded by Supervisor Scheunemann to approve the minutes of the January 13, 2011 meeting. Motion carried.
- II Business**
- A. Any Town Citizen Comment on an Agenda Item** – T. Peters commented on item B.
 - B. Discussion & Possible Action –Employment Procedures and Regulations for 2011-** Motion by Supervisor Kufahl, seconded by Supervisor Hartwig to adopt the Employment Procedures and Regulations for 2011. Motion carried.
 - C. Discussion & Possible Action –Audit of Town Records** – Motion by Supervisor Hartwig, seconded by Supervisor Scheunemann to search for an auditor to complete an audit by the end of 2011. Motion carried. Chairman Servais will try to get a few names of auditors and then Clerk Oliver will request quotes for their services.
 - D. Discussion & Possible Action – Approval of Emergency Overtime Expenditures** – After discussion, and referencing the Employment Procedures and Regulations for 2011 that was just adopted, the consensus of the Town Board is that the employees adhere to the policy allowing them to bank forty compensation (in lieu of overtime) hours to be used for one additional week of vacation and to bank forty compensation (in lieu of overtime) hours to be used for sick/injury time off. Overtime will not be paid; the highway employees must plan for storms by taking off early in the week a storm is forecast, or taking off at the end of a week where forty hours have already been worked due to a storm. Time should not be spent in the transfer station or recycling center if there may be a need later in the week for snow plowing. Mike should concentrate on equipment repairs and maintenance. Call in the part time employees to snow plow to avoid the accumulation of excessive overtime hours.
- Discussion & Possible Action – Sale of Transfer Station Permits at the Transfer Station** – Motion by Supervisor Russell, seconded by Supervisor Scheunemann approving the sale of transfer station permits at the transfer station; the completed application and fee will be forwarded to the treasurer who will mail a permit sticker to the applicant after confirming they are a town resident. Motion carried.

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The procedure of selling transfer station permits at the transfer station will take effect February 19, 2011.

III Reports

- A. Grounds - Supervisor Hartwig** – Supervisor Hartwig thanked maintenance workers Marion Cox and Wilmer Kannenberg for their holiday decorating efforts. Supervisor Hartwig has started talking with local nurseries regarding spring flower donations.
- B. Buildings – Supervisor Kufahl** – Supervisor Kufahl plans to begin working with the highway department employees next week on the barn and contents mold damage.
- C. Transfer Station – Supervisor Scheunemann** – Supervisor Scheunemann noted that oil filters may be placed in the metals box for recycling, but they must be drained.
- D. Cemetery – Supervisor Hartwig/Supervisor Kufahl** – Supervisor Kufahl reported the committee has completed the work on the cemetery ordinance and will forward it to the Town Board for action at the March meeting. The committee will formulate a recommendation for cemetery plotting and will forward that to the Town Board in March also.
- E. Joint Parks and Recreation – Kelly Valentino** – Kelly Valentino presented her Director’s Report, she commented that the flyer for cross country skiing at the Town Hall Park has been approved by Chairman Servais for posting and distribution, and she presented the 2011 Calendar of Events. The Joint Park and Recreation Committee will have their next meeting on February 15, 2011.
- F. Chairman’s Report and Correspondence – Chairman Servais** – Chairman Servais summarized the highway department report and he reported on his meeting with Fire Chief Skodinski regarding the in-process ISO rating for the fire department. Chairman Servais reported the apartment bathroom repair/remodeling has been completed, the biannual bridge inspections by the Washington County engineer have been completed and Town Engineer Matt Clementi has been involved with the Thomson Corporation/ Village of Jackson repairs to the sewer leaks in the Valleywood subdivision.
- G. Treasurer’s Report and Correspondence –Treasurer Parnow** - Treasurer Parnow reported the January 31, 2011 account balances as follows: General Fund \$655,589.49; General Fund Money Market \$201,376.62; Encumbered Funds Money Market \$253,558.38; Property Tax \$41,949.09; Property Tax Money Market \$1,040,815.23; Park and Planning \$1,710.38; Park and Planning Money Market \$29,090.94; Cemetery account \$8,466.73. Motion by Supervisor Hartwig, seconded by Supervisor Russell to approve the Treasurer’s report as presented. Motion carried.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Clerk Oliver reported that the Valleywood Road Opening permit is on hold until the letter of credit is approved, there have been complaints about the plows moving/hitting trash cans and the piles of snow at intersection, and there is a Spring Primary Election on Tuesday, February 15, 2011.

IV Approval of Vouchers – Motion by Supervisor Kufahl, seconded by Supervisor Russell to approve the vouchers as presented. Motion carried.

V Adjournment – Motion by Supervisor Scheunemann, seconded by Supervisor Hartwig to adjourn. Motion carried.

Respectfully submitted,

Julia Oliver, Town Clerk

Minutes approved: _____