

TOWN OF ST. GERMAIN

OFFICE OF THE CLERK

P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

MINUTES SPECIAL TOWN BOARD MEETING: APRIL 25, 2018

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:00 P.M.
2. **Pledge of Allegiance**
3. **Roll Call, Establish A Quorum:** Tom Christensen, Brian Cooper, Ted Ritter, Jim Swenson, Marion Janssen, Town Treasurer, Tom Martens, Town Clerk. Doug Olson was absent. There also 3 other people in attendance.
4. **Open Meeting Verification:** Mr. Christensen noted that he had posted the meeting agenda at three locations in town on April 24, 2018 before 6:00 P.M.
5. **Approval of the Agenda:** Motion Cooper seconded Swenson that the agenda be approved in any order at the discretion of the chairman. By a voice vote: Yes – 4, No – 0. Motion carried.
6. **Citizen's Comments - Citizens are encouraged to share their concerns and ideas with the Board. Please limit your comments to five minutes or less:** Tim Ebert noted that the kids coming for earth day would be postponed until at least May 9th.
7. **Discussion /Action Items:**
 - a. **Payment of Bills:** Motion Swenson seconded Cooper that Constant Contact be paid \$405.00. By a voice vote: Yes – 4, No – 0. Motion carried
 - b. **Zoning Committee Appointments for the coming Year:** Motion Christensen seconded Ritter that Ted Ritter, Marion Janssen, Brian Cooper and Gerald Hensen be appointed to the zoning committee, with Ted Ritter chairman. By a voice vote: Yes – 4, No – 0. Motion carried. Mr. Christensen noted that there was still one vacancy to fill.
 - c. **Yard Waste Collection Area - Days of Operation Spring of 2018:** The yard waste facility is tentatively set to open on Friday, May 18, 2018 and to close on Monday June 18, 2018. The facility will be open 24 hours, seven days a week.
 - d. **Continuing Review of the Employee Handbook for the Public Works Department:** It was the consensus of the board that the PTO will be based on the calendar year rather than the anniversary date. The PTO for the first partial year will be prorated. The PTO time will begin at the start of the new year. Any unused PTO time must be used prior to using family medical leave. PTO time will be in fifteen minute increments. It was also the consensus of the board that leave requests made to the superintendent do not need to be made in writing or by email. Call out hours will be paid with a minimum of two hours. Anything over two hours will be paid either as regular time or as overtime depending on the number of regular hours that have already been worked. The board also agreed that regular hours will be from 6:00 A. M. to 2:30 P.M. Monday thru Friday. The DPW Superintendent can adjust the hours. There will no longer be comp time. Overtime will be paid. It was the consensus of the board that the budget savings section should be removed from the handbook. There will be a special town board meeting held on Wednesday, May 2, 2018 at 6:00 P.M. to continue the discussion.
8. **Next Town Board Meeting Date – Regular Town Board Meeting, Monday May 14, 2018:**
9. **Adjourn:** Motion Cooper seconded Swenson that the meeting be adjourned. By a voice vote Yes –4, No – 0. Motion carried. Meeting adjourned 8:02 P.M.

Town Clerk

Chairman

Supervisor

Supervisor

Supervisor

Supervisor