

TOWN OF ST. GERMAIN

OFFICE OF THE CLERK

P.O. BOX 7

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org

MINUTES SPECIAL TOWN BOARD MEETING: MAY 8, 2018

1. **Call to Order:** Chairman Tom Christensen called the meeting to order at 6:03 P.M.
2. **Pledge of Allegiance**
3. **Roll Call, Establish A Quorum:** Tom Christensen, Doug Olson, Brian Cooper, Ted Ritter, Jim Swenson, Marion Janssen, Town Treasurer, Tom Martens, Town Clerk... Tim Ebert was also in attendance
4. **Open Meeting Verification:** Mr. Christensen noted that he had posted the meeting agenda at three locations in town on May 7, 2018 before 6:00 P.M.
5. **Approval of the Agenda:** Motion Olson seconded Swenson that the agenda be approved in any order at the discretion of the chairman. By a voice vote: Yes – 5, 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:** There were none.
7. **Discussion /Action Items:**
 - a. **Payment of Bills:** Motion Swenson seconded Olson that general account vouchers 25500 – 25505 be paid along with the following bill: Krueger Pyrotechnics \$3,000.00—down payment fireworks contract. By a voice vote: Yes – 5, No – 0. Motion carried
 - b. **Yard Waste Collection Area - Days of Operation Spring of 2018:** Motion Christensen seconded Cooper to open the yard waste facility tomorrow morning, May 9, 2018. By a voice vote: Yes – 5, No – 0. Motion carried. .
 - c. **Continuing Review of the Employee Handbook for the Public Works Department:** Ms. Janssen asked what part time meant and if the duties & expectations applied to part time employees. Mr. Cooper found that full time meant a 40 hour week, so part time would be anything less than that. Mr. Ritter wanted the family medical leave to be for any consecutive 12-month period. The family medical leave would be for a serious medical condition. Call out hours are hours outside of the regular work hours as defined on page 5. Mr. Ritter asked that acronyms be changed to definitions. The entire sentence under holiday leave would be removed and replaced with “these are the paid holidays”. Jury duty reimbursement to the town was removed. A section would be added stating that EMT’s would not be paid by public works and that only one DPW employee could go on an EMT call at a time. The normal federal mileage rate would be changed to the IRS rate. To obtain a CDL license was removed and to maintain the license was kept. Mr. Ritter thought that the town should check into the procedures for drug testing. The term “ex-employee” would be removed. “Expectations” would be removed and the list would be just “duties”. Mr. Ritter thought that all of the definitions should be removed from the grievance procedures and listed separately. The next step would be to review the final draft and to send it to Attorney Garbowicz for review.
8. **Next Town Board Meeting Date – Regular Town Board Meeting, Monday May 14, 2018:**
9. **Adjourn:** Motion Cooper seconded Olson that the meeting be adjourned. By a voice vote Yes –5, No – 0. Motion carried. Meeting adjourned 8:44 P.M.

Town Clerk

Chairman

Supervisor

Supervisor

Supervisor

Supervisor