



Meeting: **Village Board of Trustees**  
Place: **106 S. Main St.**  
Date: **Monday, December 9, 2013 @ 6:00 P.M.**  
Webpage: **[www.poynette-wi.gov](http://www.poynette-wi.gov)**

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## **MINUTES**

Called to Order at 6:01 pm. Present were: La'Tour, Boor, Van Schoyck Teeter, Hutchinson, Marquardt and Kaschinske

1. Approval of Agenda: Van Schoyck Teeter/Kaschinske motion to approve, MC
2. Scheduled Appearances: Administrator Death and Village President Hutchinson presented Appreciation Plaques to Friends of the Poynette Area Library, Clyde Sheppard American Legion Post 271. Steinhorst Tree Service was also recognized but not in attendance.
3. Public Communications & Comment: None
4. Staff, Trustee and Consultant Reports: Administrator – no report, Clerk – written report, Planner – no report, Library Director – no report, Parks Commission – no report, Van Schoyck Teeter reminded everyone about the breakfast with Santa on Saturday and that the Library Construction Committee was meeting on Thursday.
5. Consent Agenda Items
  - a. Approval of Minutes from December 2, 2013: Kaschinske/Van Schoyck Teeter motion to approve with corrections noted, MC
6. Board Actions
  - a. Approval of Vouchers: Kaschinske/Marquardt motion to approve, MC
  - b. Discussion/Appointment to fill Trustee Vacancy: 2 people expressed interest in the position. Hutchinson wished to postpone appointment as he felt that there wasn't enough time since the posting. Van Schoyck Teeter/Boor motion to appoint one of the two people who were interested. The applicants were questioned by the Trustees. Fiore then addressed the board withdrawing her letter of interest. Kaschinske/Van Schoyck Teeter motion to appoint Jerry Burke to the vacant Trustee position, Roll Call Vote: Kaschinske-Y; Marquardt-Y; La'Tour-N; Boor-Y; Van Schoyck Teeter-Y; Hutchinson-N, MC 4-2  
(The Board took a 5 minute recess to allow the clerk to make up the Oath of Office documents and swear in Jerry Burke)
  - c. Review of Facilities Maintenance Schedule Reports: Scott Gorman explained the maintenance schedule and answered questions from the Trustees
  - d. Review Public Works duties and Vehicle Maintenance Schedule: Duties and schedule were review. There was discussion regarding tracking PW Employees hours by the duties listed.
  - e. Approval of Resolution 13-916 Amending Fee Schedule: Kaschinske/La'Tour motion to approve, MC
  - f. Discussion/Action on Village Burn Site use policy: Kaschinske motion to leave open all the time, install a camera (La'Tour donated one he doesn't use) and ask the County permission to put up signs indicating what can and cannot be placed on the burn pile, MC
  - g. Action on Employee Appreciation "something": Kaschinske/La'Tour motion to have an in-house party, MC
7. Review/Consideration of Upcoming Board/CoW Agenda items: Monthly quality reviews of the employees; Trustee goal setting

The meeting adjourned at 7:47 pm

Approved 01/20/2014  
Susan E. Finstad, Clerk/ Deputy Treasurer