

Meeting: **Village Board of Trustees**

Place: **106 S. Main St.**

Date: **Monday, June 27, 2016**

Immediately Following CoW Meeting

Webpage: **www.poynette-wi.gov**

7.a.

MINUTES

1. Call to Order

President Kaschinske called the meeting to order at 6:30 p.m.

2. Roll Call

Members Present: Boor, Kaschinske, Van Schoyck-Teeter, Hutchinson, and Avery

Member Absent: Fiore (gave prior notice) and LaTour

Staff Present: Administrator Wilson, Attorney Hughes, Deputy Clerk/Deputy Treasurer Megow, Sergeant Fisher, Library Director Ganz, and Public Works Director Gorman

3. Public Comments

None.

4. Approval of Agenda

Motion by Hutchinson, second by Boor to approve the June 27th Agenda of the Village Board.

Motion carried, 5-0.

5. Staff, Trustee, and Consultant Reports

a. Administrator's Memo – Meeting and Project Updates

Administrator Wilson outlined the information in the staff memo. Administrator Wilson stated that she needs to set the date for the EDA Workshop, so if the members could check their calendars and get back to her ASAP.

b. Library Director Memo – Service and Program Updates, Meeting Updates, Deposits/Expenses

Library Director Ganz stated that the Library would be closed August 19th thru August 27th to complete the carpeting project. Library Director Ganz stated that Reynolds will be assisting in moving the books and furniture and the Friends will be paying for those costs. Library Director Ganz noted that they are looking to host a 75th anniversary celebration of the library and the tentative date is October 1st.

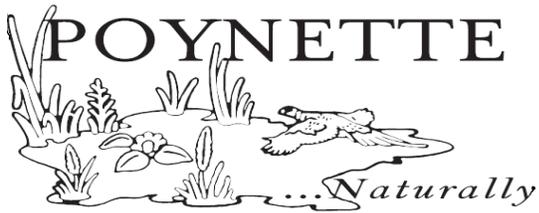
c. Trustee Reports – Meeting Updates

Sergeant Fisher noted that the Village was informed that confinement for municipal warrants is increasing from \$25 to \$45. Trustee Boor questioned what this will do to our budget this year. Sergeant Fisher stated that he would need to look at that. Sergeant Fisher stated that the Chief did contact Andy Ross, but had not received a response.

Trustee Van Schoyck-Teeter questioned what the process was to approve the Family Fun Fest, as they are hearing that it was not done properly. Administrator Wilson stated that they went before the Parks Commission the month before last year, to gain their approval. Administrator Wilson stated that Ms. Bryant was unable to attend the meeting before the event, so the Parks Commission had a lot of questions that she was unable to answer. Trustee Van Schoyck-Teeter questioned the meetings attended by Ms. Bryant. Administrator Wilson stated that she could look through the minutes and verify. Public Works Director Gorman stated that there needs to be better communication regarding what is taking place and needed.

Public Works Director Gorman stated that last year the Board decided to remove the sick leave accrual to health insurance benefits in retirement for the handbook; however, that was not removed in the new contract for the police union. Public Works Director Gorman requested that the Board reconsider that decision. President Kaschinske requested that the item be placed on the next agenda.

6. Consent Agenda Actions
 - a. Minutes for the Village Board from June 13, 2016
Motion by Van Schoyck-Teeter, second by Boor to approve the minutes as presented. Motion carried, 5-0.
 - b. Vouchers dated thru 6/30/2016
Motion by Hutchinson, second by Boor to approve the vouchers thru June 30th. Motion carried, 5-0.
7. Old Business (Discussion/Possible Action)
 - a. Items discussed in preceding Committee of the Whole Meeting
None.
8. New Business (Discussion/Possible Action)
 - a. Resolution No. 2016-973: A Resolution Approving an application from James Grothman, Grothman and Associates, on behalf of Susan Ziegler for land in the Village's Extraterritorial Plat Approval Jurisdiction for a Preliminary Plat of Loveland Estates located generally in part of the NW ¼ of the NW ¼, the NE ¼ of the NW ¼, the SW ¼ of the NW ¼ and the SE ¼ of the NW ¼, Section 2 T10N, R9E, Town of Arlington, Columbia County
Motion by Hutchinson, second by Van Schoyck-Teeter to approve Resolution No. 2016-973 as presented. Motion carried, 5-0.
 - b. Resolution No. 2016-974: A Resolution Approving the 2016 Poynette Police Department Policy and Procedures Manual
Trustee Boor questioned in the areas of the document that refer to the Police Sergeant, if there is not one, who takes on those responsibilities. Sergeant Fisher stated that the Chief would automatically resume those responsibilities. Motion by Avery, second by Boor to approve Resolution No. 2016-974. Motion carried, 5-0.
 - c. Resolution No. 2016-975: A Resolution Amending the 2016 Budget
Attorney Hughes stated that to amend the budget, as super majority of the members would need to approve the Resolution. Motion by Hutchinson, second by Boor to approve Resolution No. 2016-975 as presented. Motion carried, 5-0.
 - d. Operator's License for License Year July 1, 2016 to June 20, 2017
 - i. Shawna M Volden-Bates
Trustee Boor questioned if the background check was completed. Deputy Clerk/Deputy Treasurer Megow stated yes. Motion by Van Schoyck-Teeter, second by Hutchinson to approve the operator's license for Shawna Volden-Bates. Motion carried, 5-0.
9. Closed Session
 - a. Convene into Closed Session per 19.85(1)(c) – Consider employment, promotion, compensation or performance evaluation of public employees over which the governmental body has jurisdiction or exercises responsibility.
 - i. Village Administrator/Clerk/Treasurer Performance Evaluation
Motion by Van Schoyck-Teeter, second by Boor to convene into closed session at 6:59 p.m. Roll call: Boor-yes, Kaschinske-yes, Van Schoyck-Teeter –yes, Hutchinson-yes, and Avery-yes.



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b. Reconvene in Open Session.

i. Village Administrator/Clerk/Treasurer Performance Evaluation

Motion by Van Schoyck-Teeter, second by Boor to reconvene in open session at 7:42 p.m.

President Kaschinske stated that she wanted to generalize the comments from closed session. President Kaschinske stated that Ms. Wilson is hardworking, dedicated, honest, and committed to Poynette. President Kaschinske stated that overall the Board was pleased with job completed thus far. President Kaschinske stated that the Board would like to pay a one-time performance bonus at this time with a review of wages for the position as part of the Budget process this fall. Motion by Hutchinson, second by Boor to approve immediately a one-time performance bonus of \$2,250 be paid to Ms. Wilson. Motion carried, 5-0.

10. Upcoming Meeting Agenda Requests

Trustee Avery requested that a discussion be held regarding the formulation of a Poynette Economic Development sub-committee. Trustee Boor requested that information be brought forth regarding the Refuse Budget. Trustee Boor stated that he would like to see where we are at in the contract increases versus when the fund will be in the red. President Kaschinske requested that the sick leave banking be included for further discussion.

11. Adjournment

President Kaschinske adjourned the meeting at 7:46 p.m.

Approved 07.11.16

Respectfully submitted,

Lisa M. Wilson, AICP
Administrator/Clerk/Treasurer