



Meeting: **Committee of the Whole**
Place: **106 S. Main St. "Upper Meeting Room"**
Date: **Monday, August 13, 2012 @ 6:00 P.M.***
Webpage: **www.poynette-wi.gov**

MINUTES

Called to Order at 6:00 pm. Present were: Hutchinson, Ross, Avery, Burke and Chapa. Kaschinske arrived at 6:05 pm. Excused was DeBoer

1. Approval of Agenda: Chapa/Ross motion to approve, MC 5-0
2. Public Communications & Comment: None
3. Scheduled Appearances:
 - a. Rik Rickerson reported that the computer system is sound even if it is more than is needed. He and Chief White are looking into whether the police are required to be on a separate server. He also noted that he has been in contact with the lock program company for the locks at the Splash Park and will be working with them to program the locks and get them operational.
 - b. Per Mar Security Services presented a quote for Camera/Security for the Village's different buildings and parks
4. Staff, Trustee and Contractor Reports: PW Dir. Paulcheck reported that he will be working on the Helicopter landing markings, he reported that the Library's AC Unit is still not working (committee asked Paulcheck to get bids/quote on replacement for Board Meeting on the 27th), reported that the cell phones the PW Employees have are old and falling apart and need to be replaced (committee will forward approval for new phone to the meeting on the 27th), Splash Pad hours will be reduced as daylight diminishes and school starts, also the timer of the cycle will be reduced to 3 – 5 minutes.
5. Approval of prior Committee Meeting Minutes of July 9, 2012: Avery/Kaschinske motion to approve, MC 6-0
6. Committee Tasks
 - a. Review/Discussion of Spreadsheets/reports on Employee hours/PTO: Deputy Clerk Sue Death explained Spreadsheet and stated that it still needs some tweaking (committee stated that it was acceptable)
 - b. Discussion of Employee Handbook: Clerk Finstad explained that the new document was a merger of a version that the former Administrator has provided, the notes that he had on the previous version and her notes from all the previous discussions. (the trustees are to review the document, compare to their notes and note anything that might have been missed). PTO was discussed and Clerk Finstad is to provide each employee's accrual rate for the meeting on the 20th for the discussion of this item.
7. Review/Consideration of Upcoming Board/CoW Agenda items: Comp Time discussion on the 27th. Start time of the meeting on the 20th to be 6:00 pm.

The meeting adjourned at 8:04 pm.

Approved: 10/8/2012
Susan E. Finstad
Clerk/Deputy Treasurer