

Meeting: **Village Board of Trustees**

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

Date: **Monday, February 8, 2016 at 6:00 p.m.**

Webpage: **[www.poynette-wi.gov](http://www.poynette-wi.gov)**

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## **MINUTES**

1. Call to Order

President Kaschinske called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

All rose to recite the Pledge of Allegiance.

3. Roll Call

Members Present: Avery, Fiore, Kaschinske, and VanSchoyck-Teeter

Members Absent: Boor, LaTour, and Marquardt (all provided prior notice)

Staff Present: Administrator Wilson, Public Works Director Gorman, Police Chief White, Village Engineer Anderson, and Village Attorney Wilson

4. Public Comments

Administrator Wilson noted that no one had signed up to speak.

5. Approval of Agenda

Motion by Fiore, second by Avery to approve the Agenda for the February 8<sup>th</sup>, 2016 Village Board meeting. Motion was unanimously approved, (4-0).

6. Staff, Trustee, and Consultant Reports

a. Administrator's Memo – Meeting and Project Updates

Administrator Wilson outlined the information contained within her staff memo. Board members discussed the issues and options for back-up of electronic files. Board members requested an accounting of where we are at in terms of the costs vs. budget for the technology changes.

b. Parks and Recreation Commission Report – Meeting Updates

Administrator Wilson updated the Board on the most recent meeting of the Commission.

c. Public Works Director Report – Project Updates, Work Completed

Public Works Director Gorman provided his report. Trustee Fiore stated that she received positive feedback from the most recent snow removal process.

d. Police Chief Report – Incident Report, Project Updates

Chief White provided his report and requested questions. Trustee Fiore questioned the interview panel for the Administrative Assistant position and how the candidate would be chosen. Chief White stated that Sgt. Fisher, Administrator Wilson and himself would interview and score the candidates. Chief White stated the interview panel would decide how to proceed from there.

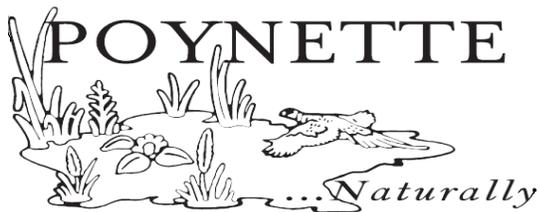
e. Board of Trustee Reports – Meeting Updates

Trustee Avery noted the discussion from the Parks Commission with regards to the Movies in the Park for the summer as well as potential events to be hosted at the ice rink. President Kaschinske stated that with the last snow fall, the meeting of the Fire District was cancelled and rescheduled for April.

7. Consent Agenda Actions

a. Minutes for the Village Board from January 25, 2016

b. Vouchers dated January 28, 2016 thru February 4, 2016



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Motion by Fiore, second by Avery to approve the Consent Agenda items. Trustee VanSchoyck-Teeter noted that the minutes did not reflect her abstaining from voting on the January minutes, given that she was not in attendance. Motion by Fiore, second by Avery to amend the motion to request this change to the minutes. Motion was unanimously approved, (4-0).

8. Old Business (Discussion/Possible Action)

a. Village of Poynette Yard Waste Program

- i. Ordinance No. 16-530: An Ordinance Amending Title V, Chapter 4 Orderly Conduct, 4.025(3) Village Burn Site and Chapter 6 Public Health, 6.02(5) Preparation of Yard Waste for Collection

Motion by VanSchoyck-Teeter, second by Fiore to approve Ordinance No. 16-530. Motion was unanimously approved, (4-0).

- ii. Resolution No. 16-957: A Resolution Adopting the Village of Poynette Yard Waste Program Brush and Bag Collection Policy and Burn Site Policy

Motion by VanSchoyck-Teeter, second by Avery to approve Resolution No. 16-957. Motion was unanimously approved, (4-0).

- iii. 2016 Village of Poynette Brush and Bagged Leaf Pick-up Schedule

Motion by Avery, second by VanSchoyck-Teeter to approve the 2016 Schedule as presented. Motion was unanimously approved, (4-0).

- b. Resolution No. 16-956: A Resolution Approving the Transfer of Funds from the 2015 Culture, Recreation, and Education Budget to the Local Government Investment Pool (LGIP)

Motion by VanSchoyck-Teeter, second by Fiore to approve Resolution No. 16-956 as presented. Motion was unanimously approved, (4-0).

- c. Wastewater Treatment Plant – VFD/Phosphorus Requirements

Village Engineer Anderson outlined the staff memo and the options that had been presented.

Board of Trustee members questioned and discussed the options. Motion by Avery, second by Fiore to accept the Proposal dated November 30, 2015 prepared by Altronex Control Systems for the Aerator VFD as presented. Motion was unanimously approved, (4-0).

9. New Business (Discussion/Possible Action)

- a. Amendments to the Employee Manual, Section 212 Electronic Communications and Information Systems Usage Policy, Social Media Policy

Motion by Fiore, second by VanSchoyck-Teeter to approve the amendments as presented. Motion was unanimously approved, (4-0).

- b. Operator's License for License Year July 1, 2015 through June 30, 2016

- i. Jordan Jones

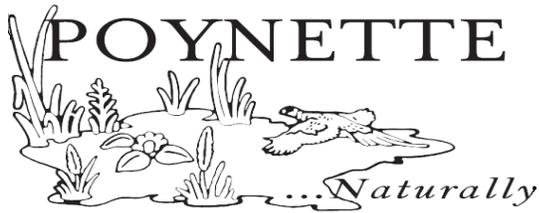
Motion by VanSchoyck-Teeter, second by Fiore to approve the operator's license for Jordan Jones. Motion was unanimously approved, (4-0).

- ii. Kerry Weisensel

Motion by Van-Schoyck-Teeter, second by Fiore to approve the operator's license for Kerry Weisensel. Motion was unanimously approved, (4-0).

10. 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.



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i. Deputy Clerk/Deputy Treasurer

Motion by VanSchoyck-Teeter, second by Fiore to convene into closed session at 6:47 p.m.  
Roll call: Fiore-Yes, Kaschinske-Yes, VanSchoyck-Teeter-Yes, and Avery-Yes. Motion was unanimously approved, (4-0).

b. Reconvene in Open Session.

i. Discussion/Action on Deputy Clerk/Deputy Treasurer

Motion by Avery, second by VanSchoyck-Teeter to reconvene in Open Session at 7:02 p.m.  
Motion was unanimously approved, (4-0).

11. Upcoming Meeting Agenda Requests

President Kaschinske stated that she would like to have a goal setting discussion. President Kaschinske stated that the Plan Commission is working on some economic development pamphlets and tools that could be shared. President Kaschinske requested information about Shred-It costs and how the Village is billed. Trustee Fiore questioned the placement of a box at Village Hall for the placement of recipes for the community cookbook. Trustee members discussed a potential community sign and requested that staff look into placement and costs.

12. Adjournment

President Kaschinske adjourned the meeting at 7:07 p.m.

Respectfully submitted,

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Lisa M. Wilson, AICP  
Administrator/Clerk/Treasurer