



Meeting: **Village Board of Trustees – Special Meeting**

Place: **106 S. Main Street**

Date: **Monday, December 21, 2015 at 6:00 p.m.**

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

MINUTES

1. Call to Order

President Kaschinske called the meeting to order at 6:01 p.m.

2. Pledge of Allegiance

All rose to recite the Pledge of Allegiance.

3. Roll Call

President Kaschinske stated that all members were present except for Trustee Avery, whom provided notice of a family commitment and Trustee Marquardt, whom is ill.

4. Approval of Agenda

Motion by LaTour, second by Boor to approve the Agenda for the Special Meeting of the Village Board as presented. Motion approved unanimously (5-0).

5. Staff, Trustee, and Consultant Reports

a. Administrator's Report – Technology Update

Administrator Wilson provided an update on the phone system and the necessary repairs.

Administrator Wilson stated that the item was not budgeted, but necessary and the cost provided in the quote that was accepted was \$1,782.95.

6. Closed Session

Motion by VanSchoyck-Teeter, second by Boor to convene into closed session at 6:05 p.m. Roll call: VanSchoyck-Teeter – Yes, Fiore – Yes, LaTour – Yes, Boor – Yes, and Kaschinske – Yes.

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.

(1) Employment of Police Department Administrative Assistant position

(2) Hiring of Temporary Employees

b. Reconvene in Open Session.

Motion by VanSchoyck-Teeter, second by LaTour to reconvene in open session at 6:52 p.m.

Motion was unanimously approved (5-0).

(1) Discussion/Action on Employment of Police Department Administrative Assistant position

(2) Discussion/Action on Hiring of Temporary Employees

Motion by VanSchoyck-Teeter, second by Boor to hire a Limited Term Employee at \$14.00 per hour not to exceed 15 hours per week. Motion was approved, (4-1 with Kaschinske voting nay).

Motion by LaTour, second by Fiore to move forward with posting for the Administrative Assistant for the Police Department at \$15.00 to \$17.00 per hour depending upon qualifications at 32 to 40 hours per week. Motion was unanimously approved, (5-0).

7. Adjournment

President Kaschinske adjourned the meeting at 6:55 p.m.