



Meeting: **Village Board of Trustees**
Place: **106 S. Main St.**
Date: **Monday, December 17, 2012 @ 6:30 P.M.**
Webpage: **www.poynette-wi.gov**

OPEN/CLOSED/OPEN

MINUTES

Called to Order at 6:30 pm. Present were Ross, Hutchinson, Avery, Burke, Chapa, Kaschinske and DeBoer. Burke presented a Plaque to Ross for his service on the Village Board.

1. Approval of Agenda: Burke noted that the Village Attorney comments on the Employee Manual were not received in time to make changes, so the approval will be put off until the January 7th Meeting.
Chapa/Kaschinske motion to approve, MC 7-0
2. Scheduled Appearances: None
3. Public Communications & Comment: None
4. Staff, Trustee and Consultant Reports: Administrator reported that end of year wrap up was underway; property taxes are coming in; WPPA Contract signed; working with Bill Casey on new garbage/recycling program; finishing employee manual; only 1 cleaning bid was received from Maid Spotless, so will be renewing with them; Assessor contract signed for next year – no change in fee; white board in office for things that need attention, call or email if you know of anything; preparing for snow on Thursday; Welcome ad to be placed in program for Men’s National Bonspiel, Police Chief on vacation last week; Thanked Ross for service on the Board; received the grant for Records Management System, Clerk – written report, Library Director-written report, Planner – written report, Parks Commission – no report
5. Consent Actions
 - a. Approval of Minutes from December 3, 2012: Kaschinske/Chapa motion to approve, MC 7-0
6. Board Actions
 - a. Approval of Vouchers: Hutchinson/Avery motion to approve, MC 7-0
 - b. Discussion of 603 S. Main St. Sewer Lateral Issue: Death explained the difference between water and sewer laterals, with property owner’s water later going to the curb (stopping at the curb box) and the sewer lateral all the way to the main. Burke stated that if it was nothing that the Village billed the owner for then the Village has no responsibility. Death will contact Property Owner
 - c. Approval of New Employee Manual: Death reported on Attorney’s comments. Changes will be made and set for adoption at January 7th Meeting
 - d. Appointment of Board Member to Columbia County Economic Development Corporation: Avery/Ross motion to appoint Burke, MC, Burke/Kaschinske motion that Alternate to be Death, MC
 - e. Chapa/DeBoer motion to Convene into Closed Session per 19.85(1)(c) to discuss 2013 Wages for Non-Represented Employees at 7:32 pm. Roll Call Vote: DeBoer-Y; Kaschinske-Y; Chapa-Y; Burke-Y; Avery-Y; Hutchinson-Y; Ross-Y, MC (Clerk Finstad left the meeting with Death to take remaining minutes)
 - f. Ross/Chapa motion to Reconvene into Open Session at 7:52 pm. No action taken.
7. Review/Consideration of Upcoming Board/CoW Agenda items: No Action

The Meeting Adjourned at 7:53 pm.

Approved 1-7-13
Susan E. Finstad
Clerk/ Deputy Treasurer