

SPECIAL TOWN BOARD MEETING MINUTES

TOWN OF VERONA

January 24, 2019 4:30 PM

Town Hall, 7669 County Highway PD, WI 53593-1035

Present: Geller, Maxwell, Dreger, Enburg, Duerst

Staff Present: Arnold

Also Present: none

1. Call to Order/Approval of the agenda – Mark Geller called the meeting to order at 4:33 p.m. Motion to approve the agenda by Maxwell. Second by Duerst. Motion carried.
2. Motion to go into closed session per Wis. Stats. §19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the close session is to discuss staff reviews and compensation and the potential hire of a Public Works Project Manager. – Motion by Enburg. Second by Dreger. Motion carried.
3. Motion to return to open session. – Motion by Duerst. Second by Enburg. Motion carried.
4. Action and discussion on issues discussed in closed session.
 - Motion by Enburg to eliminate the Deputy Clerk/Treasurer position. Second by Duerst. Motion carried unanimously.
 - Motion by Duerst to create a part-time position titled “Assistant to the Administrator” and offer it to Tammy Dresser. The position is anticipated to be approximately 1040 hours a year and specific hours of work will be determined by the Administrator. The position will become effective February 1st. At that time, the Town will pay Tammy for all accumulated vacation time and leave her with 100 hours (25 part time days). Sick leave and health insurance will remain as they have been in recognition of her past service. Performance is to be reviewed in six months and annual thereafter. Second by Enburg. Motion carried unanimously.
 - Motion by Enburg to offer the Public Works Project Manager position to Chris Barnes. This will be a salaried position requiring a minimum of twenty hours a week and the compensation will be \$3000 a month with prorated benefits. Second by Maxwell. Motion carried unanimously.
 - Motion by Maxwell to authorize the Administrator to hire a human resources attorney to update the personnel manual at a cost not to exceed \$2500. Second by Duerst. Motion carried unanimously.
5. Discussion and possible action on revised job descriptions – The group reviewed each job description and made edits. The Board asked that each job description contain a note explaining that descriptions are subject to change with edits to the personnel manual.
 - Motion by Geller to approve the Planner/Administrator position with the edit that the Administrator has the ability to terminate any employee with just cause. Second by Duerst. Motion carried unanimously.
 - Motion by Geller to approve the Clerk/Treasurer position. Second by Duerst. Motion carried unanimously.
 - Motion to Geller to approve the Assistant to the Administrator position with the elimination of all reference to Deputy Clerk/Treasurer. Manfred Enburg added that hours should be as assigned by the Administrator and the first sentence should read *support* daily office operations. Second by Enburg. Motion carried unanimously.
 - Motion by Enburg to approve the Public Works Project Manager position with the edit that the person in that position manages the other public works staff and a change to the amount a person has to be able to lift is 100 pounds. Second by Duerst. Motion carried unanimously.
 - Motion by Enburg to approve the Public Works Road Patrolman position with the edit that this person is under the supervision of the Public Works Project Manager, must be able to lift 100 pounds, and is subject to having to have a physical every year. Second by Duerst. Motion carried unanimously.
 - Motion by Enburg to approve the Plow Driver/Part-time Public Works employee position with the edit that they are required to take a physical each year and lift 100 pounds. Second by Duerst. Motion carried unanimously.
 - Motion by Duerst to approve the Building Inspector position. Second by Dreger. Motion carried unanimously.
6. Adjourn – Mark Geller adjourned the meeting at 6:15 p.m.

Approved: 2/5/2019

Submitted by: Amanda Arnold, Planner/Administrator