

TOWN OF WILSON
SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF APRIL 15, 2011
SPECIAL JOINT TOWN BOARD, SANITARY DISTRICT NO. 1 AND 2 MEETING

CALL TO ORDER & DECLARATION OF OPEN MEETING:

Town Board Chair/Sanitary District President David Gartman called the meeting to order at 4:06 p.m., legal posting was confirmed by clerk and the meeting was declared an open meeting.

PRESENT: Chair/President David Gartman, Supervisor/Commissioner David Senkbeil, Supervisor/Commissioner Dale Sommer, Supervisor/Commissioner Michael Bergin, Supervisor/Commissioner Brian Hoffmann, and Clerk Cheryl Rostollan. Also present: Georgene Lubach.

APPOINTMENTS / NEW BUSINESS:

1. Staffing of Town and Sanitary District offices – Discussion regarding responsibilities, tasks, job description, job title, office hours (Monday and Thursday from 8:30 a.m. until 12:30 p.m. and Tuesday afternoon) and proposed compensation (salary-\$668 per month starting with a review every 6 months) for Sanitary District office employee.
 - a) Motion by Gartman to create a separate position for Sanitary District No. 1 with an annual compensation of \$8,300, with no benefits including attached scheduling and Job Description with a six-month probation period; second by Senbeil; discussed separate mailbox from town, town clerk and/or town treasurer to be provided with notice for excused illness/vacation; motion carried with no nay votes and Hoffmann abstaining.
 - b) Motion by Senkbeil to hire Georgene Lubach as Town Administrative Assistant with annual hours not to exceed 1,035 for \$12.50 per hour with a review in three months and every six months thereafter; second by Hoffmann; discussion; motion amended to include "pending Georgene Lubach's acceptance"; motion amendment seconded by Hoffmann; motion carried with no nay votes and no abstentions.
 - c) Town board offered Georgene Lubach position of Town Administrative Assistant, per 1(b) and Georgene Lubach accepted the job offer.
 - d) Advertise Sanitary District office position - requesting a resume, cover letter with hours and salary to be commensurate with experience and qualifications.
2. Approval of Draft Minutes – Motion by Senkbeil to approve draft minutes of February 21, 1011; second by Gartman; motion carried with no nay votes and Hoffmann and Bergin abstaining.

ADJOURN

Motion to adjourn by Senkbeil; second by Sommer; motion carried and meeting adjourned at 6:27 p.m.

Minutes submitted by: Cheryl Rostollan, Clerk