

TOWN OF WILSON
SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF APRIL 25, 2011 EMPLOYEE HANDBOOK COMMITTEE MEETING

CALL TO ORDER & DECLARATION OF OPEN MEETING:

Meeting was called to order at 6:00 p.m. by Chair David Gartman, notice in accordance with open meeting law was confirmed and meeting was declared an open meeting.

PRESENT: Chair David Gartman, Supervisor Dale Sommer, Supervisor David Senkbeil, Supervisor Michael Bergin, Treasurer Laurie Pankratz, Clerk Cheryl Rostollan, Jim Kummer, Doug Fuller, Dan Rostollan, Guy Jones, Rick Meyer, Georgene Lubach and Supervisor Brian Hoffmann.

NEW BUSINESS:

1. Draft of Employee Manual – Draft manual presented by Doug Fuller.
 - a. Reviewed and revised draft manual for Sanitary District No. 1
 - b. Jim Kummer will summarize questions that arise for our town attorney: Proof of Auto Insurance from Maintenance Department employees? Kummer will check with Burkart Heisdorf and this will be referred to legal counsel after gathering insurance company information.
 - c. Doug Fuller will provide all committee members with revisions made for Sanitary District No. 1 Employee Manual (through License and Certifications – the middle of page 17.)
 - d. Next meeting date: **May 11, 2011 at 6:30 p.m.**

ADJOURN:

Motion to adjourn by Sommer; second by Bergin; motion carried and meeting adjourned at 8:29 p.m.

Minutes submitted by: Cheryl Rostollan, Clerk