

TOWN OF WILSON
SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF SEPTEMBER 16, 2010 SPECIAL TOWN BOARD MEETING

CALL TO ORDER & DECLARATION OF OPEN MEETING:

Chair Gartman called the meeting to order at 5:21 p.m., legal posting in accordance with open meeting law was confirmed with the clerk and the meeting was declared an open meeting.

PRESENT: Chair David Gartman, Supervisor Dale Sommer, Supervisor David Senkbeil, Treasurer Laurie Pankratz, Deputy Clerk Janet Vinson, Clerk Cheryl Rostollan. **Also present:** Jim Kummer, Eric Vinson.

APPROVAL OF DRAFT MINUTES:

1. August 16, 2010 Town Board Meeting – Motion to approve as amended by Sommer; second by Senkbeil; motion carried with no nay votes and Gartman abstaining due to his absence at this meeting.
2. August 23, 2010 Special Town Board Meeting – Motion by Gartman to approve as printed; second by Senkbeil; motion carried with no nay votes and no abstentions.
3. August 25, 2010 Special Meeting to Pick Bow Hunting Weeks in Balzer Woods - Deferred
4. August 30, 2010 Special Town Board Meeting – Motion by Senkbeil to approve as amended; second by Sommer; motion carried with no nay votes and no abstentions.

APPOINTMENTS / NEW BUSINESS:

5. Debra Zimmermann, WE Energies, 500 S. 116th St., West Allis, WI – Request from We Energies for temporary Conditional Use Permit to use Pro Build property at 6710 S. Business Drive, Sheboygan as a staging site for vehicles and materials for approximately two months beginning Sept. 17, 2010 – Request taken back, no action taken.
6. Janet Vinson, Deputy Clerk/Administrative Assistant – Review job description, compensation and benefits – discussion, possible board action – Discussion and amendments made to job description including having the Deputy Clerk and Administrative Assistant duties to be included on one document, yet separated by the main categories. No board action taken. Discussion regarding compensation, health insurance, vacation, sick pay and holiday with the following general consensus (no official board action yet taken):
 - a. Compensation – No changes have been made since employment started (February 2008), adjust hourly rate to the current wage of Sanitary District Coordinator, \$14.50 per hour;
 - b. Health Insurance benefit – Increase benefit from 25% to 30% of the lowest priced plan available to employees from the Employee Trust Fund;
 - c. Vacation – One week paid vacation earned after one year employment and one day paid vacation day earned for each calendar year worked thereafter until two weeks total vacation pay is reached. Compensation to be prorated to the hours worked based on the previous six (6) month period prior to vacation taken. Vacation shall be used within the calendar year with no cash payout for unused vacation.
 - d. Sick days – No paid sick days offered.
 - e. Holiday pay – Dependent on fiscal impact of health insurance and final percentage agreed upon.

Clerk to include this agenda item to September 23, 2010 Special Budget Meeting Agenda. Also development of an Employee Manual needs to take place. Consult with Burkart Heisdorf for assistance.

ADJOURN:

Motion to adjourn by Gartman; second by Senkbeil; motion carried with no nay votes and no abstentions and meeting adjourned at 8:17 p.m.