

TOWN OF WILSON
SHEBOYGAN COUNTY, WISCONSIN
**APPROVED MINUTES OF DECEMBER 14, 2011 SPECIAL JOINT
TOWN BOARD / SANITARY DISTRICT NO. 1 COMMISSION EMPLOYEE HANDBOOK MEETING**

PRESENT: Chair David Gartman, Supervisor Michael Bergin, Supervisor David Senkbeil, Supervisor Brian Hoffmann (left at 7:40 p.m.), Jim Kummer, Dan Rostollan, Doug Fuller, Treasurer Laurie Pankratz, Clerk Cheryl Rostollan. **Absent:** Supervisor Dale Sommer, Guy Jones, Rick Meyer, Georgene Lubach.

1. **Call to Order.** The Special Joint Town Board / Sanitary District No. 1 Commission Employee Handbook Meeting was called to order by Chair Gartman at 6:32 p.m., meeting notice in accordance with open meeting law was confirmed with the clerk and it was declared an open meeting.
2. **Review/revise Draft of Employee Manual:**
 - a) Sanitary District No. 1 – Deferred further review of Sanitary District No. 1 Employee Manual.
 - b) Town of Wilson – Completed review and discussion of Town of Wilson Employee Manual. Clerk will double-check mandatory contribution rates for WI Retirement System, Life Insurance, vacation schedule/policy, ask Begalke Associates if setting up a Section 125 Plan is feasible/difficult to include with payroll. Jim Kummer provided Acknowledgment and Health & Safety Policies, which clerk will provide to Doug Fuller in Word format, Separation Checklist yet to be completed. Doug Fuller will forward final draft to all members for review prior to submission to town attorney.
3. **Employee Application Form.** No action taken.
4. **Creation and Adoption of Employee Grievance Procedures.** Procedure in place in Town and Sanitary District and forms are included in manuals. No action taken.
5. **Adjourn.** Motion by Senkbeil to adjourn; second by Bergin; motion carried and meeting adjourned at 8:11 p.m.

Minutes submitted by: Cheryl Rostollan, Clerk