

MINUTES OF THE TOWN OF WASHINGTON BIMONTHLY TOWN BOARD MEETING

July 3, 2008

A quorum being present Chrm. Hanson called to order the bimonthly Town Board meeting of the Washington Town Board at 7:00 p.m., on Thursday, July 3, 2008, at the Town Municipal Building, 5750 Old Town Hall Road.

Members Present: Thomas Hanson, George Losby, Donald Perry, and Michael Stacy

Staff Present: Kimberley Bunderson, Janelle Henning, and Micheal Peterson

Members/Staff Absent: Karen Tomesh

Minutes: Supv. Stacy moved TO APPROVE THE MINUTES OF THE JUNE 19, 2008 BIMONTHLY TOWN BOARD MEETING. The motion was seconded by Supv. Perry. Aye 4, Nay 0

Preliminary Plat Shadowood: Admr. Peterson presented a new preliminary plat. Shadowood was previous approved November 7, 2007; however, the lots measurements have changed. Supv. Perry moved to APPROVE THE SHADOWOOD PRELIMIANRY PLAT AS PRESENTED. The motion was seconded by Supv. Stacy. Aye 4, Nay 0

Clerk/Treasurer's Report: Clerk/Treasurer Henning informed the Board that there is a Wisconsin Town's Association seminar on Saturday, July 19th.

The office is making progress with the initial update of the web site. She asked that if anyone has an interest in submitting digital photos for the web to please e-mail them.

Checks: Supv. Perry moved TO APPROVE CHECKS #18205 THROUGH #18241 TOTALING \$70, 502.45. The motion was seconded by Chrm. Hanson. Aye 4, Nay 0

Licenses: Supv. Perry moved TO APPROVE THE BARTENDER'S LICENSES FOR VICTORIA DEVITA, AND BRIAN NELSON. The motion was seconded by Supv. Stacy. Aye 4, Nay 0

State Investment Fund Transfer: Supv. Perry moved TO TRANSFER FUNDS (\$52,084.00) FROM THE STATE INVESTMENT FUND #2 TO THE EQUIPMENT FUND (6696) TO COVER THE REPLACEMENT OF THE 2008 MAC TRUCK CHASIS. The motion was seconded by Supv. Stacy. Aye 4, Nay 0

Administrator's Report: Admr. Peterson reviewed the compliance letter the Town got back from doing the MS4 Storm Water Report. The letter indicated that with the Town's money spent on education and base modeling, the Town will have a 20% reduction in storm water pollution by the year 2013. Admr. Peterson hopes to also get the Town some rain barrels.

Ashley Road, Andrew Drive, Grey Friar Lane and Canterbury Road have been blacktopped.

Two parking tickets were issued. One fatality accident was responded to.

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Review of
Staffing, Roles &
Responsibilities:

Admr. Peterson handed out a brief out-line of his duties. He also provided a recommendation regarding future staffing for the Town including continuing to have an administrator position. He gave an estimation of what the salary should be for this position.

Chrm. Hanson indicated that he does not believe it is possible for the administrator to share the duties with another town, but wanted us not to overlook all the possibilities.

There was a consensus to maintain the administrator's position.

Admr. Peterson reviewed the history of the supervisors' salaries as requested from the previous meeting. Clerk/Treasurer Henning provided a spreadsheet showing supervisor salaries in other towns that have an administrator. Chrm. Hanson indicated that this was something they would have to consider closer to budget time.

Review of
Employee Paid
Time Off:

The Board reviewed the employee paid time off report. The report showed what each employee has earned, the amount used, and the balance. The Board will review this information twice a year.

Employee
Handbook Review:

The Employee Handbook was submitted for review and postponed for further discussion until Supv. Tomesh returns.

Chairman's Report:

Chrm. Hanson put together a list of supervisor responsibilities. Specifically, Supv. Perry will be involved in equipment and equipment inventory, Supv. Losby will review legislation pertinent to the Town, Supv. Stacy will review monthly financial statements, Supv. Tomesh will continue with the plan commission and Chrm. Hanson will continue to work on personnel matters.

The Fire Department has raised several concerns. They have requested an exterior sign for the fire station. Chrm. Hanson mentioned this could be a standalone type of sign and not one affixed to the building itself. A concept should be brought to the Board for approval. They have also requested that the Board allow them to put up items of recognition in the Municipal Board Room. The Board agreed that a tastefully done, pre-approved wall display of specific dimensions would be allowed. The Fire Department is to work with Admr. Peterson to design and maintain the display area. Individual firefighter photographs would not be permitted. Parking was also discussed. Town Board members and Town staff agreed not to park in the spaces in front of the fire station entrance for firefighters. An effort will also be made to cone off those spaces during large events at the Town Municipal Building. They also expressed concerns about sharing space with the Eau Claire County Sherriff's Office and the Town. There have been contentious issues. Chrm. Hanson indicated that we do not want to lose our relationship with the ECCSO and hopes the arrangement of sharing space continues. Space is sufficient and all parties need to work together. It was recommended that rules be established and communicated.

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Supervisor's Report: None.

Citizen's Input: Admr. Peterson spoke of input he has received from citizens about getting road work down as fast as possible. Kestrel Drive, Gunnes Road, and Vold Court are going to be worked on this week. Martin Road and McElroy Street will be done next week.

Future Zoning Requests: None.

Items for Next Meeting's Agenda: Employee Handbook Review (Vacation Time), Review of Supervisors' Salaries

Adjournment: Supv. Perry moved TO ADJOURN. The motion was seconded by Supv. Losby. The meeting adjourned at 8:05 p.m.
Aye 4, Nay 0

THE BOARD'S NEXT MEETING WILL BE THURSDAY, AUGUST 7, 2008,
AT THE TOWN MUNICIPAL BUILDING,
5750 OLD TOWN HALL ROAD.

Kimberley Bunderson
Administrative Assistant

Attendance: Bridget Kurtenbach