

Approved at the August 15th, 2012 Regular Town Board Meeting.

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
MINUTES FOR SPECIAL TOWN BOARD MEETING

Tuesday, July 10th, 2012 At 5:30 Pm
Algoma Town Hall
15 N. Oakwood Road, Oshkosh, WI 54904

1. Call to order.

The Special Town Board Meeting was called to order by Chairman Blake at 5:33 PM.

2. Roll call.

Chairperson Blake	Supervisor Hamann
Supervisor Timm	Supervisor Drexler
Supervisor Kierszh	Atty. K. Marone
Treasurer Edson	Clerk Nelson

3. Road Tour Update - Review and approve priorities from the Road Tour on June 29, 2012.

Blake apologized to the board for not attending the Annual Road Tour. He had an emergency root canal done that morning. Hamann explained that from what was found on Road Tour, most of the work that needs to be done is routine maintenance. There were only a couple of other things that came up. A letter should be sent to the Sanitary District I for issues with the work done when the sewer was installed. The culvert issue on Forestview will have to be addressed, otherwise maintenance issues should be done. Drexler wanted to see how much money was left in the maintenance expenses and is looking for a breakdown of figures from the County Highway Department that hasn't been charged against the general ledger. Kierszh believes that the maintenance should be able to be given to Road/Drainage Coordinator, Bill Tollard, so he can prioritize it within the budget. It's part of his duties. Drexler was elected to take notes during the Road Tour, so she walked the Town Board through her notes. The board then commented on the items. These notes are attached to the record copy of the meeting minutes. *Motion by Drexler/Kierszh that items on page 1 as noted get cost estimates, the other items should be done; items on page 2 should be done at Mr. Tollard's discretion based on the budget funds, and page 3 items would be approving advising the Sanitary District by the Town Clerk, having the Town Clerk approve Mr. Riensch to survey Leonard Point Road right of way poles to the lake, and get cost estimates for mowing State Hwy. 21 more than once a year. No further discussion. Motion carried in a voice vote, 5-0.*

4. Directions to and review of Employment Agreement and Job Description with Road/Drainage Coordinator from the Town Board.

Drexler handed out a her notes on this item to the Town Board. A copy of this handout along with a copy of the Road/Drainage Coordinator Employment Agreement is attached to the record copy of the meeting minutes. Drexler understands that there was a meeting between Mr. Tollard, Chairman Blake, and Clerk Nelson on June 26th. At that time Drexler got the feeling that not all the issues listed on her handout were addressed and she wanted to re-look at them. The first two items on the handout were included in the Employment Agreement. Drexler asked if there was a discussion on providing space at the town hall to store and review previous and current records, contracts, and reports; and to conduct business calls and

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meetings? Blake replied yes, there was discussion on this yesterday. This would be the same place it would have been for the previous Road Supervisor, which is in the Building Inspectors Office. Drexler asked if Mr. Tollard was in receipt of previous and current records, contracts and other items referencing road and drainage topics? Blake again answered yes, he received the box from Mr. Rasmussen yesterday. Drexler asked if Mr. Tollard received a copy of the town ordinances? Blake replied, no he did not. Clerk Nelson confirmed with Mr. Tollard that he and I talked about that today prior to the meeting. Drexler asked if Mr. Tollard was provided computer access for monthly report, budget calculations, 3 year highway improvement plan, and other work related reports and items? Blake responded that the budget was gone over yesterday with Mr. Tollard, the three year highway improvement plan is something for Mr. Tollard to create. The computer access has not been discussed at this time. Drexler asked if the budget was gone over with Mr. Tollard, why didn't she receive the report she asked Clerk Nelson for regarding outstanding invoices that haven't been applied to the general ledger. Clerk Nelson explained the budget information Mr. Tollard received was the report that the board received prior to the meeting; the budget vs. actual report. There was discussion on budget issues the town had in the past with the Road Supervisor going over budget. Drexler explained that the board would discuss a project that was going to be done, an estimate would be obtained, and there would be separate budget sheets so the Road Supervisor would know where the budget was. Kierszh stated if the road person goes out, gets an estimate on how much something is going to cost, and has Joel subtract it from the budget, he should know where he is with the budget. Drexler is worried about Mr. Tollard receiving a clean budget to begin with. Discussion ensued regarding how the former Road Supervisor exceeded the road budget two years ago. Blake informed the board that prior to any road invoices being paid, the former Road Supervisor had to sign each invoice approving the expenditure. It was communicated yesterday to Mr. Tollard that he has to approve all invoices before they are paid. At that point the invoices are deducted. Blake continued on with Drexler's handout. Timelines for turning over information to the Town Clerk was discussed; it was discussed the Town Clerk is the custodian of all records on June 26th. Contributions to the town newsletter were discussed July 9th with Mr. Tollard making some recommendations on ditch cleaning. Review of reimbursement for attending meetings listed in item #16 to include stormwater meeting was addressed on June 26th. Drexler was concerned because Mr. Tollard wasn't at the June 28th Stormwater Meeting. Blake responded that Mr. Tollard's official start date was June 29th. Drexler stated she understands the timing of the meeting. Drexler wanted to know if Mr. Tollard would be reimbursed for attending meetings. Blake replied that hasn't been decided by the Town Board. It was decided that between Mr. Tollard, Chairman Blake, and Clerk Nelson that they would meet the 2nd & 4th Mondays at 3:30 PM at the Algoma Town Hall. Drexler asked for minutes of those meetings. Blake stated he will be keeping his own minutes. Drexler stated the Town Clerk will be there and would there be minutes of those meetings. Clerk Nelson responded when there were staff meetings, minutes were not made, nor are Clerk's personal notes of a meeting public record. Atty. Marone commented that it's not necessary for those meetings. Drexler stated it would be nice to have a little report of every meeting. Blake went through a list of his own indicting that on June 26th the following issues were discussed:

- Employment offer and Job Description (line by line)
- Start date (6/29)
- Discussed Road Tour (Mr. Tollard need to be in Appleton at 1:30 PM for a closing)
- Stressed open communication
- Exchanged phone numbers/contract information

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- Mr. Tollard will be on vacation from 6/30-7/4
- How the 10-20 hours works - respond to calls in a timely manner
- Answered questions

Blake walked away from this meeting feeling very good. This is a process; no one here wants to see anyone fail. The more things move forward; the best interest of the Town of Algoma will be paramount and open communication is the key.

The meeting on July 9th the following topics were discussed:

- Given laser level and strobe light
- Contact county about street signs
- Discussed Budget vs. Actual report and how it works
- Working with the office and authorizing incoming bills from county
- How routine maintenance works with county/scheduling
- Given Jon Groth's contact information
- Honey Creek culverts
- Discussed incoming issues
- Sharing office space with Building Inspector
- Rasmussen documents (box)
- Communication
- Letters about cattails/newsletter ideas
- Diggers Hotline information and permitting ideas

Blake questioned Drexler why she didn't feel comfortable with how this all went about. Drexler responded that the original meeting occurred prior to the Road Tour. The information that Drexler thought Mr. Tollard would have received prior to the Road Tour wasn't received, which made her question what had happened at the meeting. There was a problem previously and Drexler wanted to make sure that we were all on the same page with what information was going to Mr. Tollard, and this was the only way that she felt comfortable, with a full board present, everyone knowing what Mr. Tollard is getting. Hamann stated that he thinks Chairman Blake did do a good job informing Mr. Tollard of what's going on. Mr. Tollard shouldn't have any problems. Mr. Tollard agreed and explained that the items on Drexler's handout were discussed in the July 9th meeting. The meeting was a combination of things Mr. Tollard asked as well things Blake and Clerk Nelson brought up. Blake stated that he's been accused in the past of not communicating with the former Road Supervisor and that's why the 2nd and 4th Monday meetings were established. Blake stressed open communication, anytime, whenever. Blake stated that the board would have been better served if Drexler would have communicated with him or with the Town Clerk than to have an agenda item to specifically discuss this. Drexler stated that she felt more comfortable doing it this way with a full board. Drexler again asked for copies of minutes to these 2nd and 4th meetings. Clerk Nelson stated her concern of this turning into a micromangement of what's discussed during these meetings and it will end up in front of the Town Board again. Drexler stated this is why we're doing this now so that it doesn't end up being an issue in the future. Clerk Nelson doesn't want to turn this into Drexler questioning Blake and herself as to why something wasn't talked about in the meeting. Kierszh stated that Mr. Tollard is going to do a report at each board meeting and he can report on what's going on. Kierszh doesn't think we have to have special notes about what was talked about.

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Drexler agreed that if it's something significant it will be part of Mr. Tollard's monthly report. Drexler then asked Mr. Tollard if he had any questions on the job description. Mr. Tollard replied that he can't say he doesn't have any questions because there are a lot of issues that haven't come up yet. In essence, Mr. Tollard was saying this job is learned through a process. As issues arise, that's when he will be calling Blake or the Town Clerk. The information Mr. Tollard received on July 9th was very helpful to him. Mr. Tollard did discuss a lot of the items on the Drexler's Road Tour notes, on getting estimates or Town Board approval to do this work. Discussion on who is responsible to fix culverts was discussed. The homeowner is responsible for their own culvert unless it's damaged by the plow or something like that. Otherwise we'll have to go through the whole town and re-do everyone's culvert. Hamann stated there is a chain of command; there's the Town Clerk and the Town Chair. They're the ones that Mr. Tollard should be looking toward. The Drainage Evaluation Form will be discussed at the next meeting and new business cards are on the way because the original ones had a wrong phone number. Drexler's question on how Mr. Tollard's performance evaluations at 30, 60 and 90 days will be handled. Blake responded that's what the Town Board will discuss in the upcoming closed session. In summary, Mr. Tollard stated that this is going to be a learning experience; the more he can get his hands on doing, the more questions he is going to have. Mr. Tollard thinks we'll be fine that way. What Mr. Tollard has learned since the Road Tour has been very helpful. With the Road Tour notes, Mr. Tollard now knows what he has to do. There were questions and responses to a couple of complaints that Mr. Tollard had received. Mr. Tollard informed the board of his research on cleaning the cattails and maintaining the ditches. Mr. Tollard also told the board about his idea of tying the Digger's Hotline locate and the Right-of-Way Permit together. Mr. Tollard stated he felt more comfortable after the July 9th meeting. Mr. Tollard also stated that he can't learn everything about this job all at one time, it takes years to learn this job.

5. The town board may convene into closed session pursuant to WIS STATS Sec. 19.85(1)(c) for the purpose of considering performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility.

Motion by Timm/Hamann for the Town Board to convene into closed session pursuant to WIS STATS Sec. 19.85(1)(c) for the purpose of considering performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility. The town board may reconvene into open session to discuss and act upon matters discussed in closed session. No further discussion. Roll call vote: Hamann - yes, Kierszh - yes, Blake - yes, Timm - yes, Drexler - yes. Motion carried in a roll call vote, 5-0.

At 6:30 PM the Town Board took a five minutes recess.

At 6:35 PM the Town Board convened into closed session.

6. The town board may reconvene into open session to discuss and act upon matters discussed in closed session.

Motion by Kierszh/Timm to reconvene into open session. No further discussion. Motion carried in a voice vote, 5-0.

At 7:04 PM the Town Board reconvened into open session. No action was taken.

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7. Adjourn.

Motion to adjourn by Hamann/Drexler. No further discussion. Motion carried in a voice vote, 5-0.
Meeting adjourned at 7:05 PM.

Respectfully submitted,

Charlotte Nelson, WCMC
Town Clerk
Town of Algoma, Winnebago County, WI

NOTE: These meeting minutes are not considered official until acted upon at the next regular Town Board Meeting.