

TOWN OF MCMILLAN
M403 ELM STREET
SPECIAL TOWN BOARD MINUTES
FRIDAY, MAY 28, 2010 AT 9:00 AM

- A. CALL TO ORDER: R. WEICHELT
- B. ROLL CALL: C. OERTEL, R. DUERR, D. SWENSON, R. WEGNER, R. WEICHELT
- C. COMMENTS FROM THE AUDIENCE: 11 PRESENT (INCLUDING MR. TOM HARNISCH, ATTORNEY FOR THE TOWNSHIP) NO COMMENTS
- D. UNFINISHED BUSINESS: NONE
- E. NEW BUSINESS:
 - 1. ROLES AND RESPONSIBILITIES OF THE BOARD MEMBERS (SEE ATTACHMENT)

HIGHWAY

MOTION BY R. DUERR SECONDED BY R. WEGNER TO ACCEPT C. OERTEL AS HEAD OF HIGHWAY DEPARTMENT. MOTION CARRIED. DISCUSSION: C. OERTEL: COMMUNICATION WITH HIGHWAY PATROLMAN, REPORT TO SUPERVISOR OR CHAIRMAN FOR DAYS-OFF/VACATION, SMALL TOOLS PURCHASE DONE BY PATROLMAN, MAJOR PURCHASES (\$500+) DONE BY BOARD APPROVAL, PATROLMAN HELP (MINOR) USE BOARD-APPROVED EMPLOYEES, (MAJOR) CALL ON TOM HARDINGFR. COMMENTS: (T. HARNISCH) SPEAK LOUDLY, BOARD SETS AGENDAS, AGENDA ITEMS MAY BE PLACED BY VOTE AT PRIOR MEETING, MAY BE DELETED, CANNOT ADD TO W/O 24-HR NOTICE, BOARD ALWAYS SPEAKS TO THE CHAIRMAN, PUBLIC COMMENT SHOULD BE POSTED ON AGENDA FOR AGENDA ITEMS OF PUBLIC DISCUSSION (*)

~(ADD) #15-CONCERNS FOR PUBLIC SAFETY-RESIDENTS/WORKERS BOTH. ROADS: PASSIBLE, SAFE TRAVEL, W/O DEFECTS. HIRING OF PEOPLE: BE VERY CRUCIAL, EMPLOYEES OR INDEPENDENT CONTRACTOR, SHOULD HAVE DOLLAR AMOUNT. FURTHER COMMENTS: (D. LEE) AVOID HOSTILE WORKPLACE AND HAVE PERSONNEL MANAGEMENT. (B. WATT) WHAT ARE THE DUTIES OF THE HIGHWAY COMMITTEE? DUERR, SWENSON, AND WEICHELT WILL UPDATE THE EMPLOYEE HANDBOOK.

MOTION MADE BY R. DUERR, SECONDED BY C. OERTEL TO ACCEPT THE RESPONSIBILITIES WITH THE ADDITION OF #15 (ABOVE). MOTION CARRIED.

BUILDINGS AND GROUNDS

MOTION MADE BY C. OERTEL, SECONDED BY R. DUERR TO ACCEPT R. WEGNER AS HEAD OF BUILDING AND GROUNDS. MOTION CARRIED. DISCUSSION: (T. HARNISCH) ~(ADD) #11 PERFORM ANNUAL SAFETY AUDIT USING INSURANCE COMPANY.

MOTION MADE BY R. DUERR, SECONDED BY C. OERTEL TO ACCEPT THE RESPONSIBILITIES WITH THE ADDITION OF # 11 (ABOVE). MOTION CARRIED.

RECYCLING AND PUBLIC SAFETY

MOTION MADE BY C. OERTEL, SECONDED BY R. WEGNER TO ACCEPT D. SWENSON AS HEAD OF RECYCLING AND PUBLIC SAFETY. MOTION CARRIED. DISCUSSION: (T. HARNISCH) ~(ADD) #12-PERFORM ANNUAL AUDIT OF FIRE DEPARTMENT PERSONNEL (PHYSICAL). THIS IS SUBJECT TO REVIEW BY THE TOWN BOARD ALSO, BUILDING INSPECTION.

MOTION MADE BY R. WEGNER, SECONDED BY R. DUERR TO ACCEPT THE RESPONSIBILITIES WITH THE ADDITION OF #11 (ABOVE). MOTION CARRIED.

POLICIES AND PROCEDURES (PERSONNEL)

MOTION MADE BY C. OERTEL, SECONDED BY R. WEGNER TO ACCEPT R. DUERR AS HEAD OF POLICIES AND PROCEDURES (PERSONNEL). MOTION CARRIED. 1 NO VOTE. DISCUSSION: (T. HARNISCH) PERSONAL PRIVACY-PRIVACY OF EMPLOYEES. BE SENSITIVE. (K. DUERR) HAVE EMPLOYEE JOB DESCRIPTION. (D. LEE) EMPLOYEES ACCEPT JOB POLICY AND HAVE A HAND IN WRITING IT. (T. HARNISCH) ASSURE CRIMINAL AND CIVIL BACKGROUND CHECKS. ASSURE LABOR LAWS AND REGULATIONS ARE POSTED AND COMPLIED WITH. TREASURER: FIXED POSITION. CLERK: CAN BE ADDED TO, CAN APPOINT DEPUTY CLERK, AND MAY BE BOARD PAID. COMPUTERS ARE TOWN PROPERTY, WHAT'S ON THEM? CLERK IS APPOINTED, 3-YEAR TERM.

MOTION MADE BY R. WEGNER, SECONDED BY C. OERTEL TO ACCEPT THE RESPONSIBILITIES FOR POLICIES AND PROCEDURES. MOTION CARRIED. 1 NO VOTE.

MOTION MADE BY R. WEGNER, SECONDED BY D. SWENSON TO RECONFIRM ALL APPOINTMENTS AT NEXT BOARD MEETING PER AGENDA ITEM. MOTION CARRIED.

F. ANNOUNCEMENTS: NONE

G. ADJOURNMENT:

MOTION MADE BY D. SWENSON, SECONDED BY R. DUERR TO ADJOURN. MOTION CARRIED.
11:20 A.M.

ROBERT WEGNER, (ACTING CLERK FOR MEETING)
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