

Approved 3/22/2023
SPECIAL TOWN BOARD MEETING
FREEDOM TOWN HALL
W2004 COUNTY RD S THURSDAY,
JANUARY 12, 2023
5:00 p.m.

1. CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE

Meeting called to order by Chairman Charles Kramer at 5:00 p.m.

Members present: Chairman Charles Kramer, Supervisor Jason Vandenberg, Supervisor Kevin Schuh and Supervisor Margo Fox.

Supervisor Brandon Conrad excused.

Also present: Clerk/Treasurer Colleen Laha, Deputy Clerk/Treasurer Jennifer Andersen and Diane Wessel Interim Administrator from MSA.

Interim Public Works Director from MSA excused.

Silent Invocation.

Supervisor Jason Vandenberg led the Pledge of Allegiance.

2. VERIFICATION OF POSTING/ADOPT AGENDA

Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 10th day of January, 2023 at 4:00 p.m. by the Clerk's Office. Also posted at: Dairyland Depot, Freedom Mini Mart and Shop & Save Mart/ Halesi, LLC.

Amended Agenda Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 11th day of January, 2023 at 4:00 p.m. by the Clerk's Office. Also posted at: Dairyland Depot, Freedom Mini Mart and Shop & Save Mart/ Halesi, LLC.

Motion made by Supervisor Jason Vandenberg with a second by Supervisor Margo Fox to approve the agenda as posted.

Vote: 4 Yea / 0 Nay Motion Carried: Yes

3. DISCUSSION & POSSIBLE ACTION ON EMPLOYEE HANDBOOK

Interim Administrator Diane Wessel from MSA explained that the Town currently has no employee handbook. Diane explained that Wisconsin State Statutes require local governments to have certain written policies related to employment.

Motion made by Supervisor Jason Vandenberg with a second by Supervisor Margo Fox to approve the employee handbook as presented with the 16 recommendations approved by the board below:

Summary of recommendations:

1. Provided pro-rated benefits to part-time employees

2. Allow limited use of comp time

3. Replace floating holidays with the day after Thanksgiving and Christmas Eve

4. Increase funeral leave (does not apply if implementing PTO bank)

5. Paid time off bank/accrual/rate at rates recommended by League of Wisconsin Municipalities

6. Employee assistance program – remove for now

7. Flexible spending account – remove for now

8. Health savings account – remove for now

9. Life insurance – remove for now, high priority

10. Clothing allowance – provide safety glasses and vests, limited reimbursement for shoes

11. Drug and alcohol testing – implement as noted

12. Safety handbook – remove for now, high priority

13. Social media use – administratively implement when time allows

14. Use of word “administrator” in handbook – keep for now, create administrator position for future vote by board

15. Performance assessments: implement immediately

16. Administrator position: keep references to administrator, work on creating position for future vote.

Vote: 3 Yea / 1 Nay Motion Carried: Yes Chairman Charles Kramer - opposed

4. DISCUSSION & POSSIBLE ACTION ON HIRING PROCESS

Interim Administrator Diane Wessel from MSA explained that the Town of Freedom does not have a standardized formal hiring process. The lack of a standard hiring process presents challenges to internal and external communication, fair and equal treatment of potential candidates, and efficiency. Missteps while navigating these challenges can result in missed opportunities and/or legal risk. attached a standardized hiring process. Because this is a standard operating procedure (SOP), not a policy, it is an administrative function and therefore may be implemented administratively.

Some actions within the SOP are policies and therefore, are subject to board approval.

Motion made by Supervisor Jason Vandenberg with a second by Supervisor Kevin Schuh to adopt the hiring process as presented.

Vote: 3 Yea / 1 Nay Motion Carried: Yes Chairman Charles Kramer – opposed

5. DISCUSSION & POSSIBLE ACTION ON POSITION DESCRIPTIONS & PAY SCALE a. PUBLIC WORKS FOREMAN b. PUBLIC WORKS LABORER

Motion by Supervisor Jason Vandenberg with second by Supervisor Margo Fox to approve to approve the Public Works Foreman and Public Works Laborer position descriptions as presented.

Vote: 3 Yea / 1 Nay Motion Carried: Yes Chairman Charles Kramer - opposed

Motion by Supervisor Jason Vandenberg to approve the pay scales of the positions of Public Works Foreman and Public Works Laborer as presented adjusting the Public Works Laborer payscale from \$23.00-\$27.00 per hour. Motion withdrawn.

Motion by Supervisor Jason Vandenberg with second by Supervisor Kevin Schuh to approve the pay scales of the positions of Public Works Foreman as pay range of \$27-\$29/hour dependent upon qualifications and public works laborer with a suggested pay range of \$23-\$27/hour dependent upon qualifications.

Vote: 3 Yea / 1 Nay Motion Carried: Yes Chairman Charles Kramer - opposed

Motion by Supervisor Jason Vandenberg with second by Supervisor Kevin Schuh to authorize staff to fill the position of Public Works Foreman and Public Works Laborer. (Because the interim administrator and interim public works director are contracted staff, the Clerk will hire based upon recommendation from the interim public works director).

Vote: 4 Yea / 0 Nay Motion Carried: Yes

6. ADMINISTRATOR REPORT

Communication with East Central Wisconsin Regional Planning Commission (ECWRPC) regarding services they can provide to the Town. East Central Wisconsin Regional Planning Commission helped Shawn Geiger, Interim Public Works Director create snowplow route maps – RPC agreed to provide this service to the Town.

The Administrator is also looking into the Personnel file management for HR because there are specific things that can and can't be included in the files.

Diane Wessel will be bringing forward a purchasing policy, a capital policy, and numerous policies that she will be working on. The Town does not have an engineer yet. The team she is on at MSA does do tax increment districts so if the Board would like she can talk on another day has to how the board would like Wessel to move forward on that.

ADJOURN

***Motion made by Supervisor Jason Vandenberg with a second by Supervisor Margo Fox to adjourn at 6:02 P.M.
4 Yea / 0 Nay Motion Carried: Yes***

***Respectfully submitted,
Colleen M. Laha, Clerk/Treasurer***