

**1. Call to Order & Roll Call**

The joint Town and Village Board meeting was called to order by President Gary Grolle at 5:00 p.m. Upon Roll Call the following members were present: Trustees Alvarez, Aronson, Bernstein, Mushel, and President Grolle. Absent: None, Also Present: Attorney Brian Schuk, Town Board.

**2. New Business:**

a. Consultant's Presentation of Organizational Assessment

Ms. Joellen Earl, Co-owner of GovHR USA, LLC presented the Village and Town Organizational Assessment, *attached hereto and incorporated into these minutes by reference*. She outlined the process of assessing the positions, duties and responsibilities of the Village and Town employees. Ms. Earl interviewed key staff and board members, reviewed employee questionnaires, emails and job descriptions, processed the findings of the study and provided the municipalities with recommendations moving forward.

Staffing levels, employee retirement, use of trained/skilled employees, planning for capital needs, fiscal hardship, overlapping and back-up employees, and tight office space were highlighted as findings.

Recommendations followed on how to best utilize the current employees, full use of software, elimination of double work, re-alignment of duties, confined space solutions, budget for efficiencies and future planning for a combined Clerk/Treasurer/Administrator position upon vacancy in the current office.

President Grolle asked the Boards to view the study and meet again the following week.

b. Joint Municipal Court Judge

Village Attorney Brian Schuk reported on the poor health of Judge Schiltz and the need to consider a contingency plan. Court Clerk Lisa McClure outlined the status of the court proceedings and that his attendance has been adequate. She also stated that if the need arises then another local judge could sit in his place temporarily. Discussion ensued. Attorney Schuk stated that the majority of the five Village Board members and the majority of the three Town Board members could appoint a judge, if a vacancy occurs, until the next election. That person would need to be resident of the town or village, preferably an attorney or retired police officer.

c. Junk Ordinance

Attorney Schuk reported that he and the Police Chief have been reviewing the language in the code book regarding the storage of junk and have toured the area in order to come up with a possible ordinance revision.

Board Action

A motion was made by Trustee Mushel and seconded by Trustee Bernstein to table this issue until the April 9, 2018 Board Meeting. The motion carried.

**3. Closed Session:**

Board Action

At 5:50 p.m., a motion was made by Trustee Aronson and seconded by Trustee Bernstein to: Go into Closed Session pursuant to Wis. Stat. sec. 19.85(1)(c) and 19.85(1)(f): Pertaining to employee compensation, benefits, and medical histories.

Upon Roll call, the vote was: 5 ayes, 0 nays, 0 absent; the motion carried and the Board convened into Closed Session and moved into the Conference Room. Clerk Howard was directed not to attend this Closed Session meeting.

**4. Reconvene in Open Session**

Board Action

A motion was made by Trustee Mushel and seconded by Trustee Bernstein to reconvene into open session. Upon Roll call, the vote was: 5 ayes, 0 nays, 0 absent; the motion carried and the Board reconvened into Open Session at 6:20 p.m.

**5. Discussion & Possible Action from Any Closed Session Items**

Board Action

A motion was made by Trustee Aronson and seconded by Trustee Alvarez to approve the following employee benefits:

- United Health Care Gold PPO Renewal (April 1 – June 30, 2018) with employee contributions frozen from the previous plan
- State Traditional Health Care Plan without Dental (July 1, 2018 – December 31, 2018) with employee contributions as required, except for police personnel hired before 2012
- Delta Dental Insurance with Othro Option
- Principal Life Insurance renewal without changes
- Voluntary Life Insurance, at the employees sole expense
- NVA Vision Policy without changes

Motion carried.

Board Action

A motion was made by Trustee Aronson and seconded by Trustee Alvarez to pass **Resolution No. 2018-R-09**, a Resolution for Inclusion under the Wisconsin Public Employers' Group Health Insurance Program. The motion carried unanimously.

**6. Adjournment**

A motion was made by Trustee Mushel and seconded by Trustee Aronson to adjourn the meeting at 6:25 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary