

# *Menominee Town/County Board of Supervisors*

W3269 Courthouse Lane  
P.O. Box 279  
Keshena, WI 54135



## **PERSONNEL & FINANCE/BUILDINGS AND GROUNDS**

### **COMMITTEE MEETING**

**MEMBERS PRESENT:** Beth Moses, Muriel Bzdawka and Liz Arnold.

**OTHERS PRESENT:** Jeremy Johnson, Shelley Williams, Tim Gatz, Barb Nelson, Tom Hoffman, Jeremy Weso, Laure Pecore.

**DATE:** March 10, 2016

**TIME:** 4:00pm

**PLACE:** Menominee County Courthouse, W3269 Courthouse Lane, Keshena, WI. 54135

### **COUNTY AGENDA**

1. Roll Call, Call to order: Meeting was called to order at 4:00pm. Quorum present.
2. Community Input: None.
3. Approval of Minutes: February 25, 2016: **Motion by Liz Arnold to approve the county portion of the minutes from February 25, 2016 as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. HSD Voucher Payment Requests: **Motion by Muriel Bzdawka to approve 2015 vouchers # 218-225 in the amount of \$804.84 and 2016 vouchers # 28-35 in the amount of \$132,790.87. Seconded by Liz Arnold. All in favor. Motion carried.**
5. County Voucher Payment Requests: **Motion by Muriel Bzdawka to approve 2015 voucher # 1211 in the amount of \$5,892.51 and 2016 vouchers# 167-200 in the amount of \$16,750.64. Seconded by Liz Arnold. All in favor. Motion carried.**
6. Building and Grounds Report: Maintenance Supervisor, Tim Gatz reviews his report with the committee. **Motion by Liz Arnold to approve the maintenance report as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
7. Menominee County Emergency Action Plan Master Draft: Emergency Management Director, Shelley Williams explained to the committee that she had made a few changes to the draft, that were directed from the last meeting. **Motion by Muriel Bzdawka to recommend the Menominee County Emergency Action Plan to the Full Board. Seconded by Liz Arnold. Motion carried.**

8. Amendment to Employee Handbook- Holidays: **Motion by Liz Arnold to recommend the Amendments to Employee Handbook-Holidays to the full Board for approval. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
9. Foreclosure Update: Administrative Coordinator, Jeremy Weso gave a quick update to the committee. 15 properties were foreclosed on March 4, 2016. Three other property owner signed into a 90 day payback agreement. The order is not signed yet. He will report back as soon as that comes across.
10. Closed session per WI statues 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: more specifically, interviews for Land Conservation Department assistant. **Motion by Muriel Bzdawka to go into closed session per WI stat 19.85 (1) (c). Seconded by Liz Arnold. All in favor. Motion carried.**  
**Motion by Muriel Bzdawka to come out of closed session. Seconded by Liz Arnold. All in favor. Motion carried.**
11. Open session to record action from Closed session: **Motion by Muriel Bzdawka to recommend April Arrowwood for the Land Conservation Assistant. The rate of pay to be \$12.99 per hour. Seconded by Liz Arnold. All in favor. Motion carried.**
12. Adjourn.

#### **TOWN AGENDA**

1. Community Input: None.
2. Approval of Minutes: February 25, 2016: **Motion by Liz Arnold to approve the Town portion on the minutes from February 25, 2016 as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
3. Town Voucher Payment Requests: **Motion by Liz Arnold to approve Manual voucher # 19 in the amount of \$500.00. Seconded by Muriel Bzdawka. All in favor. Motion carried. Motion by Liz Arnold to approve vouchers #20-26 in the amount of \$16,096.03. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. Shawano Ambulance Service Agreement- Notice of Termination: Jeremy Weso had received a letter from Shawano Ambulance Service. He sent back a response and is waiting to hear back from them. This item is to be put back on the next Agenda.
5. Adjourn. Meeting adjourned at 6:20pm.