

## **Minutes of the Town of Round Lake Board Meeting September 11, 2014.**

Present: Chairman Dave Sanders, Supervisors: Kay Wilson, Rolfe Hanson, Sandra Schara, and Marilyn Karns. Also Present: Clerk Kathy McCoy, Treasurer Vicki Palya, Fire Chief Mike Schmidt, and 3 audience members.

1.) Chairman Sanders called the meeting to order at 6:34 p.m. with the pledge of allegiance.

A.) Approval of Agenda.

Motion by Hanson to approve agenda with the addition of employee overtime clarification under Clerks Report, and Storm damage disposal site under Fire Department Report: second by Wilson. Motion carried.

B.) Certification of Meeting Posting

Clerk McCoy certified that meeting agenda had been posted as required on September 6, 2014.

C.) Approval of Minutes; Regular Board Meeting August 14, 2014.

Motion by Karns to approve minutes as printed: second by Hanson. Motion carried.

2.) Items for Action, Discussion, Information:

A.) Audience Recognition – Comments Only.

Lynn Schuman (Sawyer County Health Nurse) gave information on free flood, and water sampling kits available to Sawyer County Homeowners. Information can be found on the Sawyer County Government website. Ms. Tomasik addressed the board on multiple campers being parked, on property adjacent to theirs. Clerk will send a letter to property owners informing them of camping regulations.

B.) Monthly Recycling Card Drawing.

James Laakson's name was drawn. He was awarded a free recycling punch card for use at the town recycling center.

C.) Land Use Planning Committee Report: Wilson.

Wilson reported that a brochure holder has been purchased for use at town hall. Committee members are continuing to work on projects. Next meeting of Commission will be on September 24, 2014.

D.) Town Road Maintenance Worker Job Description.

Clerk McCoy presented job description she had been directed to prepare to Board.

Motion by Schara to approve job description as presented: second by Hanson. Motion carried.

E.) Employee Evaluation Form and process.

Clerk McCoy present revised Employee Evaluation Form to Board. Evaluations will be completed by Chairman Sanders (Road Supervisor) and Town Highway Employees. Board will review and discuss evaluations at October Board Meeting.

Motion by Hanson to approve Employee Evaluation Form: second by Wilson. Motion carried.

F.) Fire Station One Building Addition: Discussion Only

No new information. Item will be placed on next month's agenda.

G.) Request to Mow/Hay town old dump site: Schmidt.

Motion by Schara to allow Mike Schmidt to Mow/Hay old Town dump site (located on County Road A): second by Wilson. Motion carried.

H.) Appointment of Election Tabulator: Kathy McCoy

Motion by Wilson that Clerk McCoy be appointed as an Election Tabulator for the term ending December 31, 2015: second by Hanson. Motion carried.

I.) Town Ambulance/ EMT's, Fire Department: Discussion Only - relative to County System.

Board Supervisor Karns explained that she would like to see the board pass a resolution in support of retaining County ambulance at Round Lake and paid on call EMT's. Clerk McCoy was directed to prepare resolution for October Board Meeting.

J.) Fire Department Report: Schmidt.

There were two fire runs during the month of August. All equipment was checked and ran at various times during the month. Fire department members, along with town road crew did a tremendous job of opening up roads, and coordinating services. All are to be commended.

The board discussed the need for disposal of tree debris by home owners as a result of storm damage. Various options were discussed. The Town will start accepting tree debris at the recycling center during regular operation hours (Saturday 8:00 a.m. – 12:00 noon). No contractor or business owner debris will be accepted due to limited space. The situation will be monitored as to site capacity.

K.) Clerk's Report: McCoy. To date budget reports. Account balance. Budget process and timeline. Clerk's vacation dates. Clarification of overtime pay town highway employees.

- McCoy provided board with written budget reports. Continuing to run parallel accounting programs. All accounts are in balance with treasurer. Final property tax settlement check received from County and balanced to town books.
- Tentative Meeting dates set to work on Town Budget: October 1, 2014, and October 6, 2014 depending on Clerks availability.

- Clerk tentative vacation dates are September 22<sup>nd</sup> – October 5<sup>th</sup>. Due to work load my only take one week.
- Clarification of overtime highway employees. Overtime as per employee handbook is paid if hours worked in week are over 40.  
Motion by Karns to pay overtime on hours in excess of 8 per day for the first week of September due to storm disaster: second by Hanson. Motion carried

L.) Treasurer's Report: Monthly Receipts, Vouchers, and Account Balances.

Treasurer's Report: Monthly Receipts, Vouchers, and Account Balances. August 1, 2014 \$908,596.88. Receipts: Money Market Interest –High Yield \$271.73. Money Market Interest Reserve \$11.69. Recycling Site \$1,307.00. July Shared Revenue \$3,176.07. General Transportation Aids \$49,495.46. August Tax Settlement \$118,976.25. Total Receipts \$173,980.05. Disbursements: General Disbursements \$28,288.45. West Bend Mutual Ins. Company \$6,201.00. Total Disbursements \$34,489.45. Balance as of August 31 2014 \$1,048,087.48. Checking Account \$2,994.13. Money Market High Yield \$1,005,774.45, Money Market Reserve \$39, 318.90. Total \$1,048,087.48. Reserves: Performance Bonds \$400.00. Dog Licenses \$302.00. Total Reserves \$702.00.

M.) 2014 Budget work sheets. – None.

N.) Approval of Checks/ Vouchers as listed.

Motion by Schara to approve checks/ vouchers 29095 -29150: second by Karns. Motion carried.

O.)Correspondence: Action if required. None.

P.) Adjourn.

Motion by Hanson to adjourn at 8:23 p.m.: second by Karns. Motion carried.

Respectfully submitted,

Kathy McCoy, Clerk