

**TOWN OF FIFIELD SPECIAL BOARD MEETING**  
**Minutes of October 15, 2020**

ROLL CALL: The meeting was brought to order on October 15, 2020 at 6:30 p.m. at the Fifield Town Hall. Present: W. Felch, J. Hintz, B. Salm, T. Fleming, J. Jontry, S. Putnam and 2 others. The Pledge of Allegiance was recited.

AMEND 2020 BUDGET:

A **MOTION** (Hintz, Salm) to increase intergovernmental revenue by \$140,123. Motion carried, roll call vote: Felch – aye; Hintz – aye; Salm – aye.

A **MOTION** (Hintz, Salm) to increase miscellaneous revenues by \$80,116. Motion carried, roll call vote: Felch – aye; Hintz – aye; Salm – aye.

A **MOTION** (Felch, Hintz) to increase legislative expenses by \$26,000; general administrative expenses by \$3,699; highway construction expenses by \$110,424; and capital outlay fire protection expenses by \$165,218. Motion carried, roll call vote: Felch – aye; Hintz – aye; Salm – aye.

PRELIMINARY 2021 BUDGET REVIEW AND DISCUSSION: Fire Department #1 budget worksheet was reviewed. W. Felch will make changes to proposed expenditures to bring his budget into balance. Fire Department #2 budget worksheet was reviewed and no changes need to be made at this time. Highway department budget worksheet was reviewed. S. Putnam stated legal expenses for Dam Road may not come out of highway construction costs. Discussion regarding FR147/Riley Lake Road possible agreement with the USFS and what is included in T. Fleming's figure. J. Hintz stated expenditure for a new plow truck will take funds out of the budget for road projects, equipment repair, etc. and it will not be included in the 2021 budget at this time. This expenditure may be reconsidered next year and the budget can be amended if a decision is made to obtain a loan. The requested \$1.00 per hour raise for part-time crew, transfer site attendants and cemetery caretaker will be on the agenda for November 5<sup>th</sup>. The remainder of the town budget worksheet was reviewed. Income figures that are currently unknown will be changed once we have them.

ADOPT PROGRESSIVE DISCIPLINE POLICY: A **MOTION** (Salm, Felch) was made to accept the Progressive Discipline Policy as written. Motion carried, voice vote (3, 0).

ADOPT ELECTRONIC DEVICE POLICY: A **MOTION** (Salm, Hintz) was made to accept the Electronic Device Policy as written. Motion carried, voice vote (3, 0).

APPROVE EXPENSE REIMBURSEMENT SOP: A **MOTION** (Hintz, Salm) was made to approve the Procurement and Expense Reimbursement SOP as written. Motion carried, voice vote (3, 0).

APPROVE ROAD CREW SNOWPLOWING HOURS SOP: A **MOTION** (Hintz, Salm) was made to approve the Road Crew Snowplowing Hours SOP as presented by T. Fleming. Motion carried, voice vote (3, 0).

DISCUSS FINAL DRAFT OF EMPLOYEE HANDBOOK: J. Jontry presented the e-mail provided by C. Pagel regarding the handbook. Cathy stated the board should consider one of three outcomes: Approve the handbook as-is; send it to an attorney for review; make any changes and return to Cathy. A **MOTION** (Hintz, Salm) was made to accept the employee handbook as-is. Motion carried, voice vote (3, 0).

REVIEW INVOICES: A **MOTION** (Salm, Hintz) was made to approve vouchers for payment. Motion carried, voice vote (3, 0).

ADJOURN: There being no further business on the Agenda, a **MOTION** (Hintz, Salm) was made at 8:10 p.m. to adjourn. Motion carried, voice vote (3, 0).

Respectfully submitted,

Jennifer Jontry, Town Clerk/Treasurer