

**TOWN OF FIFIELD REGULAR BOARD MEETING**  
**Minutes of December 17, 2020**

**ROLL CALL:** The meeting was brought to order on December 17, 2020 at 6:30 p.m. at the Fifield Town Hall. Present: W. Felch, J. Hintz, B. Salm, T. Fleming, S. Putnam and 13 others. The Pledge of Allegiance was recited.

**MINUTES OF DECEMBER 3, 2020 REGULAR BOARD MEETING:** Motion (Salm, Hintz) to approve the minutes of the December 3, 2020 regular Board meeting. Motion approved, voice vote (3,0).

**TOWN CREW REPORT:** T. Fleming reported that the crew is catching up on maintenance work and working in the N. Boruta Rd right-of-way. The clerk presented information on the process of accepting a road as a town road. B. Salm asked about fixing the burned out light for the event sign at the Fifield Old Town Hall museum. Fleming said that fixing this will be a spring project.

**DISCUSS WORDING OF EMPLOYEE HANDBOOK REGARDING QUALIFYING HOURS FOR EMPLOYER PAID PENSION CONTRIBUTIONS AND WORDING FOR ACCUMULATION OF SICK LEAVE HOURS:** Motion (Hintz, Salm) to direct C. Pagel, HR Consultant to change the wording in the Employee Handbook to “all hours paid including overtime and compensable benefit hours” for qualifying hours for employer paid pension contributions. Roll call vote: Hintz -aye, Salm – aye, Felch – aye. Motion approved. The union rep will update the contract to reflect this wording also. Motion (Hintz, Salm) to direct C. Pagel, HR Consultant to change the wording for accumulation of sick leave to “carryover of sick leave”. Motion approved, voice vote (3,0).

**HR PROJECT REVIEW:** C. Pagel presented to the board an updated list of concerns she has been addressing, including the current status of each, that is “in process” or “finalized”. She noted that issue of FMLA Paperwork and Procedure, as well as Personnel Files, ranked as most important to finalize.

**ACCEPTANCE OF HR EMPLOYEE POSITION:** C. Pagel presented the board with her written “Acceptance of Human Resources Position” letter with a starting date of January 1, 2021.

**REVIEW OF HIRING POLICY AND PROCEDURE:** C. Pagel presented the board with the “Hiring Process” procedure that has been developed through her HR Consultant position to be considered when filling the Clerk/Treasurer position long term.

**DISCUSS HIRING PROCESS FOR LONG-TERM CLERK/TREASURER POSITION:** The board will be presented with applications received at their January 7, 2021 regular board meeting. Applications will be reviewed and candidates selected to be interviewed. Date and times will be set to conduct interviews by the Town Board, Human Resources Manager and Clerk. Motion (Hintz, Salm) to direct C. Pagel, HR Consultant to change the hiring term in the Clerk/Treasurer job description to an initial training term of one year with subsequent reappointment terms not to exceed three years. Motion approved, voice vote (3, 0).

**ADOPT 2020 TAX LEVIES PAYABLE IN 2021:** Motion (Hintz, Salm) to adopt the 2020 Town tax levy of \$288,404 payable in 2021. Roll call: Hintz – aye, Salm – aye, Felch – aye. Motion approved.

**Motion (Salm, Felch) to adopt the 2020 Fire Department #1 tax levy of \$88,641 payable in 2021. Roll call: Hintz – aye, Salm – aye, Felch – aye. Motion approved.**

**Motion (Hintz, Salm) to adopt the 2020 Fire Department #2 tax levy of \$67,941 payable in 2021. Roll call: Hintz – aye, Salm – aye, Felch – aye. Motion approved.**

**AMEND 2020 BUDGET: Motion (Hintz, Salm) to increase Intergovernmental Revenues by \$10,000, Public Charges by \$9,000 and Miscellaneous Revenues by \$16,950 for a total increase of \$35,950. Roll call: Hintz – aye, Salm – aye, Felch - aye. Motion approved.**

**Motion (Salm, Hintz) to increase expenditures for General Administration (Clerk/Elections) by \$5,500, Town Hall by \$50, Highway Insurance & Other by \$150, Solid Waste Disposal by \$24,000, Recycling Expenditures by \$4,000, Health & Human Services - Cemetery by \$1,500, Debt Service – Principal by \$500 and Debt Service – Interest by \$250, for a total increase of expenditures of \$35,950. Roll call: Hintz - aye, Salm – aye, Felch – aye. Motion approved.**

**DISCUSS BAY RD ISSUES: Pete Bushman, Realtor and Thomas Plamann, property owner were present to report on findings that Plamann's garage may be encroaching in the town's right-of-way on Bay Road. They requested that the town issue a resolution allowing the garage to remain at it's location until such time as the structure is no longer viable. Plamann stated he would pay any attorney fees relating to this matter. **Motion (Hintz, Salm) to have a resolution drafted to allow Thomas Plamann's garage to encroach on the town right-of-way on Bay Road until such time as the garage is no longer useable. Motion approved, voice vote (3, 0).****

**PUBLIC COMMENT: Frank Sevcik was wondering why the agenda was not posted on the town's website. He was informed that the Interim Clerk/Treasurer is working on getting the log-in information from the State as she was not able to find it in the town records and the former clerk is not responding to phone calls or letters. Sevcik volunteered to post the agendas at the Pike Lake Fire Hall. The clerk will include him when sending the agenda and minutes to the board.**

**CORRESPONDENCE: None.**

**REVIEW INVOICES: Motion (Hintz, Salm) to approve vouchers for payment, Motion approved, voice vote (3,0).**

**ADJOURN: Motion at 8:50 p.m. (Salm, Hintz) to adjourn. Motion approved, voice vote (3,0).**

Respectfully submitted,

Sally L. Putnam, Interim Clerk/Treasurer