

Town of Menomonie
Special Meeting
Tuesday
February 21, 2020
9:00 am

Frank called the Special Meeting to order.

Members Present: Frank Bammert, Ed Hartung, Kent Jackson and Leslie Doane
Absent: Nancy Ponto

POSTION DESCRIPTION

The board looked over the position description for the patrolman. Frank added that they must maintain accurate records for the maintenance and repair of all equipment.

Leslie said she will update the time sheet. She will move the equipment check to the back of the time sheet then add lines for any notes regarding equipment needs and repairs done. She will have it ready for March's board meeting.

PART TIME EMPLOYMENT

Frank contacted Tony Govin. He agreed to help the township for the month of March.

He has worked for the Town of Red Cedar in the past and has a current CDL

Labor rate \$17.00 per hour

The board has no objections.

Kent made a motion to approve hiring Tony Govin as a part time employee though the end of March, Ed 2nd Carried

Leslie asked him to stop at Irvington Garage and fill out his W4

Tony will come and work with Jeff and Cody- have him drive the town roads show him around.

EMPLOYEE GRIEVANCE PROCEDURE

The board **reviewed** Resolution 2011-06 adopting an employee grievance procedure. This policy will need to be reviewed and followed when an employee has a dispute. This will be put on March's agenda for further clarification and discussion.

Leslie made a copy of the Resolution and reviewed the minutes. The minutes only reflected the motion to approve the Resolution.

NOTICE IN PAPER FOR EMPLOYMENT

Notice for employment will be put in the Dunn County news and the Tribune Press Reporter. It will be published twice. Frank will put it on social media. This position will be left open until filled.

ADJOURN

Ed made a motion to adjourn at 9:45 am, Kent 2nd Carried

Leslie Doane, Clerk