

**VILLAGE OF NEW AUBURN**  
**SPECIAL BOARD MEETING MINUTES**  
 Thursday, January 20, 2022 at 7:00 p.m.

The Special Board meeting of the Village Board, Village of New Auburn, was held on Thursday, January 20, 2022 at 7:00 pm at the Village Hall. The purpose of the meeting is to review the project(s) and future work between Morgan & Parmley and the Village of New Auburn as well as address employee matters including job descriptions, job performances and performance evaluations.

**1. Call to Order, Roll Call**

The meeting was called to order at 7:00 pm by President Lotts. Answering roll call were Brad Lotts; Dan Stanford; Dalton Hinke; and Shannon Berg. Absent: Dennis Webb. Staff present were Clerk-Treasurer Ardith Story, PW Dan Moos, and PW Jon Bohl. Others present: Larry Gotham and Zech Gotham.

**2. Discussion/Consider/Act on Morgan & Parmley Future Work for the Village**

Discussion of Morgan & Parmley's working relationship with the village and review of current projects as well as the undersized existing watermain on Elm and Spruce Street.

Motion by Berg/Stanford to approve Morgan & Parmley to complete the project of Replacement of Undersized Watermain on Elm and Spruce Streets. 3-0. Motion carried. Roll call: Stanford – aye; Hinke – aye; Berg – aye; Lotts – aye. 4-0. Motion carried.

**3. Consider/Act on the Updated Public Works, Clerk-Treasurer, and Deputy Clerk-Treasurer Job Descriptions**

Motion by Stanford/Berg to adopt the Clerk-Treasurer job description as written and presented. Roll call: Stanford – aye; Hinke – aye; Berg – aye; Lotts – aye. 4-0. Motion carried.

*Clerk Note: The Public Works Job Description was previously adopted October 2021. The Board reviewed the PW Job Description and felt it was adequate. The Deputy Clerk-Treasurer job description will be reviewed once the clerk has time to update it.*

*Clerk Story will obtain signatures from each employee signing that they have received the new or newly updated job description which will be placed in each of their personnel files.*

**4. Consider/Act on the Creation of an Employee Handbook;** Lengthy discussion of the employee handbook including each individual section being discussed and reviewed.  
Motion by Lotts/Berg to create and adopt the employee handbook while retaining a weekly payroll and accepting the additional Christmas Eve Day as a recognized paid holiday and the adopting the rest as written. Roll call: Hinke – aye; Berg – aye; Lotts – aye; Stanford – nay. 3-1. Motion carried.

**5. Consider/Act on Annual Employee Performance Evaluations**

*Trustee Dan Stanford left meeting due to illness at 8:19 p.m.*

Motion by Berg/Hinke to closed session at 8:21 p.m. as read aloud \*Proposed closed session pursuant to WI Statute 19.85(1)(c) to consider employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to review administration office matters. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Hinke – aye. 4-0. Motion carried.

**6. Reconvene into Open Session**

Motion by Lotts/Hinke to open session at 11:06 p.m. All aye. None opposed. Motion carried.

Motion by Lotts/Hinke to increase employees wages by \$1.00/per hour effective the next beginning pay period, January 23, 2022.

Motion by Hinke/Berg to reimburse Clerk Story \$50 for paint purchased for Village Hall.

**7. Adjourn: 11:15 p.m.**

Motion to adjourn by Trustees Berg/Hinke. All aye. None opposed. Motion carried.

Prepared By: Ardith Story,  
Municipal Clerk-Treasurer