

Town of Ixonia
Town Board Minutes
September 1, 2016

1. Call to Order, Roll Call and Pledge of Allegiance

Chairman Goetsch called the Town Board meeting of the Town of Ixonia to order at 6:00 p.m. Roll call was taken with the following in attendance: Chairman Perry Goetsch, Supervisor Brian Derge, Supervisor Carl Jaeger and Supervisor Jeff Taylor. Supervisor Peter Mark arrived at approximately 6:48 p.m.

Also Present: Highway Supervisor Dennis Lillge, Engineer Brandon Foss, Utility Plant Operator Brian Genz, Rickey Riley and Clerk/Treasurer Nancy J. Zastrow. The Pledge of Allegiance was recited.

2. Proof of Posting and Notice

Notice of the postings was confirmed and read at the meeting.

3. Discussion and Possible Action regarding accepting resignation letter from Utility Plant Operator.

Chairman Goetsch acknowledged the resignation letter received from Utility Plant Operator Brian Genz.

Supervisor Derge moved, seconded by Supervisor Jaeger to accept the resignation submitted by Brian Genz. Motion carried 4-0 – Supervisor Mark absent.

The Town Board wished Mr. Genz all the best and thanked him for his years of service with the Town of Ixonia.

4. Review, Update and Possible Action regarding job description for Utility Plant Operator.

Clerk/Treasurer Zastrow explained the job description. This was a combination of different positions in the surrounding area. The description has been reviewed by B. Genz and D. Lillge.

Supervisor Derge stated he feels the Utility Department needs an overhaul and he does not feel this position should be part of the Highway Department. He also noted if you pay the new employee more than the current highway employees, there could be hard feelings amongst the employees. He would like to see this position directly report to the Town Board and the Utility District needs to stand alone.

D. Lillge addressed the board and stated when he was hired as the Highway Department Supervisor he acquired the supervision over the utility district. He does not feel comfortable running the utility district in the absence of the plant operator. Lillge also noted he felt out of place as the direct Supervisor.

Supervisor Jaeger agreed with Supervisor Derge and asked that in the job description it be noted the position must work together with the Highway Department for safety purposes and cross-over training.

D. Lillge noted the employees have been trying to troubleshoot situations and work well together with the Highway Department. They are being forward thinking and working to become more efficient with repairs and equipment not having to require outside contractors to come in and troubleshoot.

B. Foss noted it is very important all staff works together and helps out in all departments. Discussion followed.

Supervisor Jaeger moved, seconded by Supervisor Derge to amend the Job Description with the position being its own entity, reporting directly to the Town Board and noting in the description the working with the Highway Department. Motion carried 4-0 – Supervisor Mark absent.

5. Discussion and Possible Action regarding Utility Plant Operator pay scale.

Supervisor Derge noted the current pay is not competitive with surrounding communities for any of the town positions. He noted there are job postings all over the area. Derge also stated people with skills are in high demand and he feels at budget time the board will need to review all pay scales.

B. Foss suggested staff call surrounding communities for comparable wage rates. The board noted currently the Utility Plant Operator position pay is \$21.79 with \$3,000 annually for certification for a total hourly rate of \$23.23. Discussion followed if the pay scale should be published in the ad. It was determined to put expected salary or salary requirements to be submitted with the application.

No formal action was taken. This will be discussed further with the board upon receiving applications and applicants qualifications.

6. Discussion and Possible Action authorizing posting of Utility Plant Operator job.

Clerk/Treasurer Zastrow explained the ad. She suggested placing the ad in Watertown Daily Times, Wisconsin Towns Association, Wisconsin Rural Water, League of Municipalities, Town website. B. Foss suggested the Wisconsin Wastewater website.

The ad will be posted for two weeks.

7. Discussion regarding interim responsibilities at Utility Plant.

8. Discussion and Possible Action regarding part-time staffing, wage and job description for Utility Plant personnel.

Chairman Goetsch noted #7 and #8 are going to be discussed together.

R. Riley asked if the board anticipated this to be more than two weeks of full time work. He noted he is collecting social security and must follow the requirements for returning to work. Discussion followed.

B. Genz stated the mornings are when testing, reporting and general routine is followed at the plant. D. Lillge stated he would work with R. Riley and also Lee Schmeckpeper on the job responsibilities in the interim.

Discussion followed on the rate of pay to be given to R. Riley during the interim. It was suggested the board authorize three (3) months of full time work for Riley if he is able to work with social security during this time.

Supervisor Mark moved to hire Rickey Riley for a three- month period as full-time interim Utility Plant Operator at the same rate of pay \$21.79 with the additional \$250 per month for the certification. Supervisor Jaeger seconded the motion and carried unanimously.

Discussion followed regarding the major tasks of the position. B. Genz noted he has a general task list at the plant and emergency list with phone numbers located in the utility truck.

B. Foss noted there are items in the future the board needs to keep in mind, phosphorus updates, manhole at Lac La Belle – he also noted staff should contact the DNR and let them know of the changes in staffing – the key is communication with the DNR.

Clerk/Treasurer Zastrow asked if the board was going to require drug test, physical along with a hearing test for the position. She also noted if these were going to be part of the hiring process the job application needs to be updated.

Supervisor Jaeger moved, second by Supervisor Mark to update the current Town of Ixonia job application to include drug testing and physical will be required and to have Chairman Goetsch and Supervisor Mark review the application. Motion carried unanimously.

9. Motion to Adjourn

Supervisor Mark moved, second by Supervisor Derge to adjourn the September 1st, 2016 board meeting at approximately 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Nancy J. Zastrow
Clerk/Treasurer