

MEETING MINUTES
Village of Palmyra
Committee of the Whole Meeting
Monday March 18, 2024
6:00 pm
Village Hall
100 W. Taft St.
Palmyra, WI.

The meeting was called to order at 6:00 p.m. by Weiss. Roll call: Ball, Gorsegner, Kinjerski, Petruska, Smith, Troiola, Weiss – present.

Pledge of Allegiance

Communications: President Weiss mentioned that the Healthy Community Network will be offering a free cooking event March 20th and free Easter Dinner distribution, March 30th there will be an Easter egg hunt at the Village Park, the FFA Alumni fundraising banquet will be April 13th, Friends of the Library book sale will be April 26-May 11th, there will be cookie sale fundraiser at the election by the United Methodist Church. President Weiss started on some of the online FEMA training classes.

Department Reports:

Building Inspection - none

Clerk / Treasurer – financial report is on the agenda.

Library-none

Parks & Recreation- there are items on the agenda to discuss. Baseball registration is still going on for T-ball & coach pitch, soccer starts beginning of April.

Public Safety-staffing issues due to the loss of one of the officers, there will be periods of time where the Sheriff's dept will be responding.

Public Works- the public works is working on the creek clean up for Connie Wilson and are doing what they can themselves. The Root ball from the fallen tree on Hwy 59 will be removed during the dam project.

Committee Reports: None

Building Permits: None

New Business:

1. Recreation Committee: Chairperson Smith:

A. Discussion/possible action on the beach, lifeguard's duties, etc. Rec. Director Stephanie Butler has given the board beach house duties, lifeguard duties, and lifeguard swimwear rules to the Board in their packets for review. She has updated them on fixing the lifeguard chair, getting a new sign at the beach for hours and no fishing. Some of the wording in the beach rules needs to be changed, Stephanie will make those changes. No need for board action as these items are under her authority as Recreation Director.

B. Discussion/possible action repurposing the horseshoe pits to cornhole games and tennis court to pickle ball court. Stephanie said that cornhole is more popular these days than horseshoes. These will be permanent corn hole stations with skateboard blockers. Pickle ball court would be painted with different colored lines than the tennis lines. The pickle ball net is slightly lower than the tennis net but this way both games could be played using this court. Scott Halbrucker said that they might need to get new posts for the nets and there are some potholes on the court that will need to be fixed as well. Gorsegner/Smith motion to have Scott or Stephanie get prices and options and bring back to the next meeting April 1st. All ayes-

motion carried.

C. Updates on 2024 Fundraising events. Stephanie is partnering with the beautification group on a couple of fundraising events: Brew with a View and a Chili cook off event. The Fireworks company wants \$2000 for 12 minutes of fireworks at the Party in the Park event. Stephanie has asked Mr. V what their agreement was as far as her trailer and the fireworks show but she hasn't heard from him yet. She looked into other looking into options but they are expensive as well. If there is not fireworks there probably will not be a Party in the Park Event.

2. Entire Committee of the Whole

A. Gorsegner/Troiola motion to approve the minutes from the March 4, 2024 Village Board meeting and Board of Review meeting. All ayes-motion carried.

B. Petruska/Troiola motion to approve the changes submitted to them by the Clerk. The clerk went over each change with the Board. The following was approved:

Page 5: this is the change that the Personnel Committee recommended to the Village Board and the Board has already approved regarding the review process.

Page 7: change to funeral leave. Consider changing the amount of funeral leave from 3 to 5 days. Adding "domestic partner" and consider adding that if you are a Pallbearer, you can get paid for 1 day of leave.

Pages 16, 18, and 19: These deal with the Public Safety work schedules and vacation. Originally, we discussed eliminating these items in yellow if we were going to a 40 hour work schedule for Public Safety Officers. I feel we can keep the wording in the handbook just in case we ever use this type of schedule again in the future. It doesn't hurt to keep it in the handbook, if it doesn't pertain then so be it.

Page 19: The wording in red at the bottom of the page is already in the current handbook. I am simply pointing out that these types of employees are "eligible" for benefits. It does not say anything about part-time with benefits getting the same contribution levels as FT employees. Full time employee definition will be anyone working 36 hours or more, they contribute 15% to their health ins. Premium. Anyone working 30 hrs but less than 36 on a regularly scheduled basis will be offered health insurance but the employee will contribute 95% of their health insurance premium.

Page 20: First item: there is no longer a wellness credit, this needs to be removed. The second item: I want it written that these types of benefits (AFLAC, etc.) are only for employees working 20 hrs. or more per pay period. This is typical among other municipalities. Otherwise, we run into problems if employees don't work enough hours to cover what their supplemental insurance deductions are through payroll.

Page 25: This is the Appendix. Health insurance benefits will need to be changed to whatever the board agrees on for employees working less than 36 hours. I put in a place holder of 95% contribution by the employee.

All ayes-motion carried.

C. Discussion/possible action on our ongoing projects as follows:

Emergency Management Plan and FEMA Training for Trustees- Weiss said she has started on these training videos if the Trustees could try to get these done by the end of April.

3. Budget & Finance Committee: Chairperson Troiola

A. Troiola/Smith motion to approve the bills on the bill list totaling \$431,674.99 with extras presented tonight to WE Energies, Brightspeed, AFLAC, MSA, Pitney Bowes, \$50 for an application for a DNR test for Public Works, payment to Lori Clubb for election training and UNUM. Roll call vote: Ball, Gorsegner, Kinjerski, Petruska, Smith, Troiola, Weiss –aye. Motion carried.

B. Troiola/Ball motion to approve the Feb. 2024 Financial Statement, bank statement and cash account balances as presented by the Village Clerk. All ayes-motion carried.

4. Public Safety Committee: Chairperson Ball

A. Discussion/Approval of revised Standard Operating Guidelines for Fire Department. Public Safety Director said that somewhere around 2019 SOG's may or may not have been approved by the board. Ball/Petruska motion to approve sections 1-1, 1-2, & 1-4 of the SOG's. All ayes-motion carried.

B. Public Safety Director Pavlock reviewed the chart with the Board. Section 1-3 is the chart. We absolutely need a fire chief, currently we have a Deputy Fire Chief. There are specific items that can only be done by a fire chief per State statute. A Deputy Chief cannot and should not sign off on some of these things. Petruska/Troiola motion to approve the Public Safety Organizational Chart Changes and amendments as presented.

All ayes-motion carried.

C. Update on the resignation of Officer Posanski. He will remain a Part Time EMT/Fire fighter. His last day is March 22nd. He's been with the village since 2016. No action needed.

5. Administration & Planning: Chairperson Gorsegner

A. Gorsegner/Smith motion to approve the renewal of a home business license for Michelle Bouvier to operate a pet sitting business at her residence at 103 W. Wisconsin St. All ayes-motion carried.

6. Entire Committee of the Whole:

A. Gorsegner/Troiola motion to convene, upon passage of the proper motion, into Closed Session at 7:05 pm with staff, pursuant to §19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, the Village owned lands on Hwy H, parcel 171-0516-2722-005, 171-0516-2814-000, 171-0516-2811-000, 171-0516-2722-000 owned by the Village.

AND

The Village Board will remain convened into Closed Session with staff, pursuant to §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically for updates on the Public Safety Departments personnel matters. Roll call vote: Ball, Gorsegner, Kinjerski, Petruska, Smith, Troiola, Weiss –aye.

Gorsegner/Petruska motion to convene into open session at 8:14 pm for further discussion related to matters discussed in closed session. Roll call vote: Ball, Gorsegner, Kinjerski, Petruska, Smith, Troiola, Weiss –aye.

Troiola/Petruska motion to adjourn at 8:15 pm. All ayes-motion carried.

Respectfully submitted,

Laurie Mueller
Village Clerk/Treasurer

Minutes approved with correction April 1, 2024