

**MEETING MINUTES**  
**Village of Palmyra**  
**Committee of the Whole Meeting**  
**Monday October 16, 2023**  
**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, Gorseegner, Kinjerski, Petruska, Troiola, Weiss – present. Smith available by phone  
Also present: Scott Pavlock, Scott Halbrucker.

**Pledge of Allegiance**

**Communications:** President Weiss said that some of the arms are being installed on RR tracks. New electric bus is here that Dousman Transport purchased, 6 in total. Nov. 2<sup>nd</sup> is the United Methodist Church turkey dinner, Trick or treat and parade Oct. 28th. All of the Food pantries are open.

**Department Reports:**

**Building Inspection** – no report

**Clerk / Treasurer**- busy working on budgets.

**Library**- Trustee Petruska said that they finalized the budget, circulation is up 40% which means more money from the County in the upcoming years.

**Parks & Recreation**- no report

**Public Safety**-Scott Pavlock stated nothing notable at this time.

**Public Works**- sewer cleaning was finished up today. Sludge hauling this week, then tree trimming for low hanging limbs for plow vehicles, a letter will be going in the tax bills to remind residents that they are responsible for trimming their trees that are in the road right of way. Marsh Road stop sign was knocked down last week, so Scott put up a temporary stop sign twice and it was stolen both times. This is the County's stop sign, so they replaced the damaged one.

**Committee Reports:** The budget committee met last week and reviewed department budgets and the the next budget committee meeting is Oct. 25<sup>th</sup>.

**Old Business:**

**1. Entire Committee of the Whole**

**A.** Facebook page for the Public Works Dept and a social media policy for the Village. President Weiss noticed a lot of redundancy so she will send what she has marked up to the Clerk and Trustee Gorseegner. Scott Pavlock says there are no issues that he sees with the policy we are proposing, Public Safety will have their own internal policy.

**New Business:**

**1. Entire Committee of the Whole**

**A.** Troiola/Ball motion to approve the meeting minutes from the September 28, 2023 Personnel Committee meeting, the October 2, 2023, Village Board Meeting, and Oct. 16, 2023 Budget Committee meeting. All ayes- motion carried.

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

**Blue Spring Lake Sewer Agreement**-Weiss said that the Village attorney sent an email back to their attorney today saying that the Village has spent enough time and funds on this. If they want to dispute the agreement they can contact the Public Service Commission.

**Marsh Road clean up and burn**- Scott Pavlock does not know what the schedule is for this, he

will ask Derrick. Scott Halbrucker said that Jaekels wants to get paid but it's taking so long for us to burn that they haven't been back to do the cleanup.

**New Squad and Brush Truck into service update**-new squad will be fully in service 1<sup>st</sup> wk of Nov. and the brush truck is now in service and complete.

**Update on Additional flag poles for Palmyra flags.** Scott H. a pole will work at either spot, village hall parking lot or near Mill Rd by Village sign. Gorsegner/Petruska motion to have Scott get a flagpole and install it near the sign by Mill Rd. All ayes-carried

**Emergency Management Plan and FEMA Training for Trustees-** No one on the Board has taken any of the online classes. Scott P. said that Derrick can conduct internal training or they can take the online classes. Scott P. said that the Village is supposed to do an exercise for the village in case of an emergency. He will be scheduling that.

**Playground equipment purchase and update on any new programs.** Scott H. said it was delivered last week and is in a crate in the shop. He's not sure when it will be installed. No updated from Stephanie on this or new programs, she is not present.

## **2. Administration & Planning: Chairperson Gorsegner**

**A.** Discussion/possible action on establishing a letter of employment for new hires. The Village Clerk asked to have this on the agenda. She said in the past there were issues with employees being told something when they were hired and then it was not clear weeks later. To stop any confusion the clerk is asking that the Village Board implement that every department head have a letter of intent typed up for any new hires, full and part time, spelling out the pay, the duties, work hours, benefits, etc. and the new hire would sign this as well as the dept. head. The clerk had 3 sample letters for the board to look at but she said these letters are going to be more department specific to each new hire. Petruska/Gorsegner motion to implement letters of intent for all new hires given to them by the department head doing the hiring. All ayes-motion carried.

## **3. Budget & Finance Committee: Chairperson Troiola.**

**A.** Troiola/Kinierski motion to approve the payment of the bills totaling \$61,468.21 on the bill list with extras presented tonight to WE Energies, Game Time for the new merry go round, 2 McMahon invoices. Roll call vote: Ball, Gorsegner, Kinierski Petruska, Smith, Troiola, Weiss-aye. Motion carried. Trustee Petruska had a question on a True Value bill that the Clerk answered.

**B.** Weiss/Troiola motion to approve Resolution 2023-04 Exemption from County Library Tax. All ayes-motion carried.

## **4. Entire Committee of the Whole:**

**A.** Troiola/Gorsegner motion to convene into Closed Session at 6:28 pm 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, Public Safety staffing.

AND

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 property on Hwy H and Marsh Road. Roll call vote: Ball, Gorsegner, Kinierski Petruska, Smith, Troiola, Weiss-aye. Motion carried.

Petruska/Ball motion to reconvene into Open Session at 8:02 pm for purposes of potential additional discussion and/or action on matters discussed in closed session and adjournment. Roll call vote: Ball, Gorsegner, Kinierski Petruska, Smith, Troiola, Weiss-aye. Motion carried. No action taken.

Troiola/Petruska motion to adjourn at 8:03 pm. All ayes-motion carried.

Respectfully submitted,

Laurie Mueller  
Village Clerk/Treasurer

Minutes approved without correction Nov. 6, 2023