

Approved: August 13, 2020

MINUTES

SPECIAL TOWN BOARD MEETING OF THE TOWN OF POLK
Town of Polk Town Hall * 3680 State HWY 60* Slinger, WI 53086
Washington County, Wisconsin
Thursday, July 30, 2020 at 8:00 a.m.

1. Meeting was called to order at 8:00am.

- A. **Pledge of Allegiance-** was recited
- B. **Verification of Official Meeting Notice.** Notice was given to the West Bend Daily News, Hartford Times Press, Milwaukee Journal Sentinel, and WBKV/WTKM radio station. Notice was posted at Cedar Lake Hills Subdivision, Roskopf's RV Center, the Town Hall, and on the Town website.
- C. **Roll Call:** Present: Chairman Albert Schulteis, Supervisor Dennis Sang, Supervisor Robert Roecker, Zoning Administrator Tracy Groth and Town Clerk Sandra Rotar.

2. Unfinished Business: Review/Action -none.

3. New Business: Review/Action.

A. Approval of the Purchase of New Voting Booths for Town Hall

- Town Clerk Sandra Rotar stated there was an opportunity to upgrade the Town's voting booths through the Routes to Recovery program grant. Due to the age and construction of the current voting booths – welded together and canvas sides – Poll Workers are not able to socially distance and disinfect the voting booths as recommended by the Wisconsin Election Commission and other public health agencies for battling the transmission of the COVID-19 virus.
- Clerk Rotar stated that the Town Board packets included several different models of voting booths based upon the recommendations of fellow municipal Clerks. Ms. Rotar stated she and Paul Melius, the Town's Chief Election Inspector, were recommending the purchase of 12 Starfire model voting booths and 1 Starfire accessible voting booth. The cost of each booth is \$150.00 each without a light, \$170.00 each with a light.
- A motion to approve the Town Clerk purchase of 12 Starfire Voting Booths and 1 Starfire accessible voting booth, without the light option, was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

B. Closed Session. The Town Board will convene in Closed Session to review the following:

Pursuant to WI State Statute 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.
Review of Town staffing and compensation

- A motion to convene in closed session was made by Supervisor Roecker:
 - o Ayes: Chairman Schulteis, Supervisor Sang, Supervisor Roecker
 - o Nos: none.

- 4. Reconvene to Open Session.**
- Motion to reconvene to Open Session was made by Supervisor Sang:
 - o Ayes: Chairman Schulteis, Supervisor Sang, Supervisor Roecker
 - o Nos: none.

- The Town Board requested the Clerk and Zoning Administrator submit a job description for the proposed Zoning Secretary/Deputy Clerk position, as well as a listing of duties and responsibilities for the current Town Office employees, to the Town Board within 1-2 weeks.

- 5. Motion to adjourn** was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried. Time of adjournment was 9:21am.

Respectfully submitted,


Sandra Rotar, Clerk