TOWN OF AZTALAN MONTLY BOARD MEETING MINUTES

MAY 13th 2020

1. Pledge of Allegiance
2. Call Meeting to Order: Masche called the board meeting to order at 7:04. Members in attendance were Chairperson Scott Masche, Supervisor Mike Burow, Supervisor Larry Christianson, Treasurer Karen Mundt and Clerk Megan Dunneisen. The meeting was held at Aztalan Town Hall located at W6260 CTH B -Jefferson WI 53549. The meeting was posted in 3 posting boxes.
3. Clerks Report: Burow makes motion to approve clerks report, Christianson seconded.
4. Treasurers Report: Entered into records
5. Plan Commission Report: No report
6. Jefferson County Report: No report
7. Reports and meeting updates from board: Reports from Christianson, Burow and Masche.
8. Public Comments on agenda items only, with 3 minutes per person: None
9. Business:
	1. Discussion and action on amending the employee handbook. After discussion Burow made a motion to amend the employee handbook article 7 hours of work as follows; Winter hours, starting week after Thanksgiving to be 7am-3pm. Summer hours, starting week before April 1st, to be 6am-2pm Monday and Wednesday, 6am-3pm Tuesday and Thursday, and 6am-12pm Fridays. Masche seconded this change and was carried unanimously vote 3-0.
	2. Discussion and possible action on changing/adding hours/days on brush drop off site. Burow makes motion to add every second Saturday from 9am-12pm for brush drop off starting in June, Masche seconded and the motion was carried unanimously vote 3-0.
	3. Discussion and action on bidding the LRIP grant for 2020 road work. Burow made motion to table until we get further information, Masche seconded and motion was carried unanimously vote 3-0.
	4. Discussion and action on 2020 road work. Tracy sealcoating gave estimate number 561 for Harvey rd asphalt wedging approx. 15 ton in the amount of $3,532.00, estimate number 562 for Harvey rd asphalt wedging aprox 22 ton for the amount of $4,950.00, and also, estimate number 556 for Harvey road culvert replacement in the amount of $4885.00. All estimates came in at under $5,000.00. Burow made a motion to approve these estimates from Tracy Sealcoating, Masche seconded and motion was carried unanimously votes 3-0.
	5. Discussion and action on Town debit card. After discussion is was decided the Clerk and Treasurer will get a town credit card. Christianson approved the motion for the Clerk and Treasurer to get a town credit card, motion was seconded by Burows and was carried unanimously vote 3-0.
	6. Discussion and action on Megan attending virtual clerks institute. Burow made a motion to approve Megan attending the clerks institute this year in the amount of $489.00, motion was seconded by Christianson and carried unanimously vote 3-0.
10. Possible future agenda items: 2020 road work to be added to each agenda until end of season. Lrip grant along with bridge and road aid. Discussion and action on part time employee wages.
11. Payment of Bills: Christianson made a motion to pay the bills, Masche seconded and motion was carried unanimously vote 3-0.
12. Adjournment: Christianson made a motion to adjourn the meeting at 8:55pm, Masche seconded and motion was carried unamiously vote 3-0.

These minutes are not approved and could possibly be revised by the town board or approved at the next scheduled Town Board meeting held in the Town of Aztalan

Megan Dunneisen, Clerk