

TOWN OF ELK
SPECIAL BOARD MEETING
FEBRUARY 1, 2021
ELK TOWN HALL

Meeting properly posted. Quorum present. Meeting called to order by Chairman Tom Frane at 7:00pm. Present: Tom Frane, Jeanie Heizler, Tyler Weber, Joe Neerdaels, Suzanne Brandt. Pledge of Allegiance lead by Joe Neerdaels.

PUBLIC COMMENTS: None

NORVADO FIBER OPTICS PERMIT: Discussion on letter from Norvado for consent to and permit for construction, operation and maintenance of telephone lines on or along township roads and/or highways.

*Tyler made a motion to grant a permit application as specified in letter, Jeanie 2nd, motion carried.

FIRE EXTINGUISHERS & SMOKE DETECTORS: Fire extinguishers at hall were empty and outdated. Two were purchased for the Hall and one for shed. Will type a policy for review

Smoke detectors will be placed in hall, kitchen, office and shed.

Tom is working on heater for shed office.

The procedure former chairman instituted for approval of timesheets and invoices, that was put on hold until current chairman was comfortable with it, will be continued.

Will update current policies to new format that includes signature lines for the Policy Binder.

SET POLICY FOR CHAINSAW: Policy for chainsaw should be changed to Small Town Equipment. After discussion, clerk will update 2017 Policy that all town equipment must be stored on town property for board input before typing final copy.

SET POLICY FOR TRUCK: After discussion on items to include in policy, clerk will type up draft for board input before final copy.

Tom called for a motion to get two Kwik Trip credit cards with pin numbers and truck number for the purchase of gas.

*Tyler made that motion, 2nd Jeanie, motion was made and 2nd to get two Kwik Trip cards with pin numbers and truck number, carried.

Tyler called to check on recalls for truck and made a spreadsheet on all information on the truck.

Tyler contacted R S Graphics to install TOWN OF ELK on each door, and purchased an Osha First Aid Kit and Fire Extinguisher for the truck.

Policy for Invoices and Timesheets approval signatures will be updated and placed in Binder

SET POLICY FOR DOCUMENT STORAGE: Policy will be created to have all originals stored in the Town Hall Building. Clerk is custodian of records. WTA recommends locking file cabinets to prevent altering, borrowing, and lost records.

SET POLICY FOR PUBLIC RECORDS: Create Policy to include: Originals must stay at Town Hall, sticks to copy meetings are \$3.00, hard copies are \$.25 per page.

All policies will be typed and reviewed by board before final is signed.

Jeanie brought samples of labels for garbage bags that can be purchased for \$2.00 each.

Timesheets must be turned in by the first Thursday of the month and all reimbursements must have receipt attached. Salaried employees will only receive their monthly salary if late.

Tyler made a motion to adjourn at 8:56 PM, 2nd by Jeanie, motion carried.

Adjourned: 8:56PM

Suzanne Brandt, Clerk