



PPF Committee Meeting  
Mon. March 6th, 2023 ( 6:00 pm)  
1120 State Highway 73 W., Wisconsin Rapids

## AGENDA

- 1) Call to Order / Declaration of Quorum / Silence Cell Phones
- 2) Public Comment (Rules may apply)
- 3) Chairs Remarks
  - Discuss need to codify other policies, procedures, Board rules, job descriptions, employee expectations, Board directives, officers / possible action on any and all of the above
- 4) Approve "Draft" of Feb. 6th Minutes
- 5) Personnel:
  - Town "Manager" (or other designation) search / timeline—discussion and possible recommendation
  - Employee Handbook—prioritize most-needed policies—adoption / attempt to finish work on handbook at April 3rd mtg.
  - Discuss unanticipated / long-standing personnel issues. Committee may go into closed session pursuant to 19.85(1) (c) Wis. Stats: " Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
  - Annual / Probationary New-Hire Evaluations format & timing. Committee may go into closed session pursuant to 19.85 (1) (c) – as noted above
- 6) Policies:
  - Town Organizational Flow Chart—employee & area of authority (approval of timeline / document)
  - Creation of Town Board "Rules" Handbook (pending)
  - Policy on Per Diems (Chair and Board)
- 7) Finance:
  - 6 month "Preview" of Capital Improvement Projects (CIP), need for additional employees, contracts to be renewed, purchase of needed equipment, etc. (anticipating next budget cycle or need to amend current budget)
- 8) Set date for next meeting / agenda items currently known—monthly agenda goes to clerk for noticing approximately one week prior
- 9) Adjourn

Paulette Weinfurter Clerk

Posted: March 2, 2023

This meeting may be recorded.

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled as any other citizen of the Town of Saratoga, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

A reminder that the Town Board Members have adopted " 9 Tools of Civility" which commits the Board Members and Public to be mindful of how we treat each other at meetings.