

TOWN OF MCMILLAN SPECIAL BOARD MEETING
McMillan Town Hall
113904 Elm Tree Road, Marshfield, WI 54449
November 17, 2024 2:00 PM

1. The meeting was called to order at 2:00 p.m. by Deb Derfus. The Pledge of Allegiance was recited.
2. **Roll Call:** Present: Nicole Forst, Dave Swenson, Carolyn Opitz, Deb Derfus. Absent: Rod Bauer
3. **Closed Session – Regarding Personnel Matters pursuant to WI Stats §19.85(1)(c) to consider hiring McMillan town employee and compensation**
4. **Reconvene into open session – MOTION** – to submit a counteroffer to Cody Shanks compensation proposal:
 - a. 8 paid holidays with the understanding that if there is an emergency situation where the employee needs to work (e.g. snowstorm) on a paid holiday, the employee will need to work on the holiday and take his “paid holiday” another day within the next 30 days:
 - New Year’s Day
 - Memorial Day
 - Independence Day (July 4th)
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - b. Offer \$27/hour with a possible pay increase after a six-month probationary period.
 - c. The Town of McMillan will provide Cody with a list of expectations for work duties.
 - d. Annual performance review with the potential for yearly pay raises.
 - e. PTO - Starting January 1, 2025, the employee will be eligible for 90 hours of Paid Time Off (PTO) each year. PTO can be used for vacation or sick days, and a maximum of 5 days may be carried over into the following calendar year.

For the year 2024, PTO will be calculated pro-rata based on the employee's actual start date, and no PTO carryover will be allowed for 2024.

The full PTO schedule is as follows:

- i. 0-2 years = 90 hours annually
- ii. 2-4 years = 100 hours annually
- iii. 4-7 years = 120 hours annually
- iv. 7-10 years = 160 hours annually
- v. 10+ years = 200 hours annually

PTO Reimbursement Clause: If the employee resigns within the first six months of employment, and has used more PTO than they have accrued based on their start date, the employee will be required to reimburse the Town for the difference.

Motion was submitted by Forst, seconded by Bauer, all ayes.

MOTION – to adjourn the meeting; Swenson/Forst; all ayes

ADJOURN: 2:49 p.m.

Respectfully Submitted by: John Cokl, Town Clerk