

WATAB TOWN BOARD MEETING
Special Meeting Minutes
Policy and Procedures
Tuesday, April 2, 2024 – 8:00 am

The Special Meeting for called to order by Chairperson Johnson at 8:00 am in the Watab Township Hall.

ROLL CALL

Board members present: Julie Johnson, Steve Wollak, Jesse Arndt, Kathy Sauer, Clerk, Mary Shearer, Treasurer

ADDITION TO THE AGENDA: Purchase of Trees

1. SAFE AND SICK TIME—Mary Shearer

Mary presented the state’s mandatory policy on Earned Safe and Sick time. As appointed employees, the Township must provide this benefit to the clerk and treasurer. Employees will earn 1 hour of ESST for every 30 hours worked, up to 48 hours per year. Any hours accrued over 48 hours by December 31 will be rolled over to the next year.

The Township will not pay out any accrued and/or unused ESST if an employee leaves their job, either voluntarily or involuntarily.

2. EFT PAYMENTS—Mary Shearer

Authorization for the Treasurer issue electronic payments will be approved after each claim is presented and approved by the Board at the regularly scheduled monthly board meeting. After the expense is approved the Treasurer is authorized to issue payment.

3. TOWN HALL RENTAL FOR NON-PROFITS—Kathy Sauer

A decision was made to limit free Town Hall usage for non-profits to four times per year. The Township will honor the agreement for 2024 with the Benton County Gardeners this year, but the policy will take effect immediately for all others.

4. ADOPT-A-ROAD—Kathy Sauer/Steve Wollak

A master list of where signs are located throughout the Township will be compiled during the annual road tour. Applications will be sent out to groups/individuals who currently are assigned to clean stretches of road to ask if they are still interested in performing the service. Signs will be removed for those who are not fulfilling the obligation. New and existing agreements will be evaluated and renewed/not renewed every 2 years.

5. FUND BALANCE—Julie Johnson

The auditor has requested that a “Fund Balance” policy be adopted by the Township.

Supervisor Johnson will draft a resolution for approval at the April monthly meeting.

6. PURCHASE OF TREES

Supervisor Johnson ordered 350 trees from the Arbor Foundation for distribution in the Township.

Because many trees were removed for the road construction in Lakewood Shores, it was decided to offer trees to those residents first (limit of 5). Emails will be sent to residents asking for orders. Lakewood

Shores residents will be able to pick up their trees between 8:00am and 9:00 am on a designated Saturday after the trees come in. All other residents of the Townships will be able to pick up trees between 9:00 am and 12:00 pm.

Trees MUST be planted in Watab Township. Trees will not allowed to be planted in the right-of-way.

ARPA funds will be used to pay for the trees.

Meeting adjourned at 9:12.

Respectfully submitted,

Kathy Sauer
Township Clerk

Jesse Arndt, Board Chairperson

Date

Kathy Sauer, Clerk

Date