

TOWN OF HOLLAND PARKS and PROPERTY COMMITTEE
Minutes of August 19, 2019 Committee Meeting
Town Holland Hall
W3005 County Road G, Cedar Grove

1. Call to order: Committee Chairman Doug Hamilton called the meeting to order at 1:03 p.m.
2. Certify Wisconsin Open Meeting Law has been met: Chairman Hamilton certified that the requirements of the Wisconsin Open Meeting Law had been met. The agenda for this meeting was posted in three places within the Township and on the Town's website.
3. Roll call: Present were Chairman Hamilton and committee member David Huenink.
4. Job description and requirements for Town of Holland Recycling Center employees: The procedure for hiring new attendants at the Recycling Center was discussed. Hamilton and Huenink will review all applications. Those selected for interview will be interviewed by Hamilton and/or Huenink along with Director of Public Works and Property Nate Voskuil, who will be the attendants' direct supervisor.

The town is hoping to hire at least two attendants to offer flexibility in scheduling and provide backup for illness or vacation.

The successful applicant(s) should be punctual, reliable, present a good image for the town, understand the Recycling Center rules and be firm in their enforcement, and trustworthy in handling cash receipts.

Chairman Hamilton will prepare a brief job description and expectations for applicants. He will also continue to document procedures for Recycling Center employees.

5. Payment handling of recycling fees at the Town of Holland Recycling Center: Alternative methods of handling payments of recycling fees were discussed. Attendants currently collect cash or checks for fees collected and turn them in to the Clerk-Treasurer on a monthly basis.

Alternatives discussed were:

- A. Electronic credit or debit payments: Would eliminate handling cash and provide better accountability, but would require investments in digital equipment for processing, training for use, a reliable cell connection at the Center and incur charges for credit/debit card processing, fees for card readers, and possibly providing smart phones, iPads or equivalent to employees.
- B. Having the Clerk-Treasurer send an invoice based on a receipt issued by the attendant. This would place additional work on the Clerk-Treasurer out of proportion to the fees collected. It also enables denials and complaints on the fees invoiced.

It was decided that the current system was adequate, recognizing the potential for abuse. Some methods of oversight were discussed.

6. Compensation for Town of Holland Recycling Center employees: A probationary period until December 31, 2019 would be followed by three quarterly graduated pay scale increases to bring the new hire(s) up to the then-current rate as of October 1, 2020. Wage increases after that would be annual per the town's standard practice.

7. Adjourn: The meeting adjourned at 2:37 PM by unanimous consent.

Respectfully submitted,
Doug Hamilton