

**RESOLUTION 2018-09**

**RESOLUTION APPROVING REVISIONS TO EMPLOYMENT CONTRACT WITH  
THE VILLAGE ADMINISTRATOR**

The Village Board of the Village of Caledonia ("Village"), Racine County, Wisconsin, resolves as follows:

**RECITALS**

1. In conjunction with the review process between the Village and the Village Administrator, Thomas J. Christensen ("Mr. Christensen"), the parties have determined that the current employment contract needs to be updated to reflect the current compensation, clarify the provision on contribution by the Village to Mr. Christensen's deferred compensation account, and modify the annual review procedure.

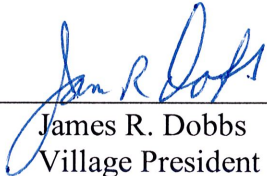
2. The Village Board is prepared to offer, and Mr. Christensen is prepared to accept, revisions to his employment contract that provides, among other things, for a salary of \$101,000.00, effective January 1, 2018, and a \$4,000.00 contribution to his deferred compensation account.

**NOW, THEREFORE, BE IT RESOLVED** that the attached Employment Contract providing for the revisions discussed above be, and hereby is, approved.

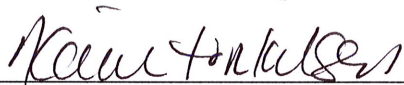
Adopted by the Village Board of the Village of Caledonia this 15<sup>th</sup> day of January, 2018.

VILLAGE OF CALEDONIA

By: \_\_\_\_\_

  
James R. Dobbs  
Village President

Attest: \_\_\_\_\_

  
Karie Torkilsen  
Village Clerk

**EMPLOYMENT CONTRACT**

This AGREEMENT, effective as of the date last executed by any party below, is made and entered by and between the VILLAGE OF CALEDONIA (“the Village”) and THOMAS J. CHRISTENSEN (“Mr. Christensen”).

**RECITALS**

A. The Village, after conducting an extensive search in 2015 for a new Village Administrator, hired Mr. Christensen

B. The Village and Mr. Christensen desire to define and clarify the essential terms governing the employment.

**NOW, THEREFORE**, the parties do mutually agree to the following:

1. **EMPLOYMENT**. Mr. Christensen shall continue to serve as Village Administrator, abiding by the terms of this Agreement.

2. **TERM**. Mr. Christensen's start date with the Village was April 20, 2015. Effective May 1, 2015, Mr. Christensen began serving as Village Administrator for an indefinite term. This Agreement may be terminated by the Village or Mr. Christensen as follows:

a. Mr. Christensen may terminate this Agreement with thirty (30) days advance written notice.

b. The Village Board may terminate Mr. Christensen's employment by a majority vote of the Village Board. In the event the Village Board terminates Mr. Christensen's employment, and provided that Mr. Christensen is not terminated "for cause" as that phrase is defined in Wis.

Stat. §17.001, he shall be paid three (3) months salary as a severance payment.

3. **COMPENSATION.** Mr. Christensen receives an annual salary of \$101,000.00 as of January 1, 2018. The Village, in its sole discretion, may increase Mr. Christensen's salary, dependent upon the results of the performance reviews discussed below, and other factors determined to be relevant by the Village Board. Future salary adjustments shall be approved by Village Board resolution.

4. **DUTIES.** As Village Administrator, Mr. Christensen shall serve as the Chief Administrative Officer of the Village. The powers, duties, and responsibilities of the Village Administrator shall be as provided by the Village Board in a manner consistent with the laws of the State of Wisconsin and the ordinances of the Village. Attached as Exhibit A, and incorporated herein by reference, is a copy of the Village-approved job description for the position of Village Administrator.

5. **BENEFITS.** The Village shall provide Mr. Christensen with the benefits set forth in the Village of Caledonia's current Personnel Manual, subject to the following modifications:

- Mr. Christensen shall receive twenty-five (25) days of paid vacation per year (pro-rated for 2015) and is authorized if necessary to carry over 40 hours of unused vacation time per year.
- Mr. Christensen shall annually receive a \$4,000.00 contribution to his deferred compensation account.
- Mr. Christensen, who receives family health insurance coverage through the City of Racine, declines to participate in the Village's

health insurance program but may participate if he chooses, in the Village's Dental Coverage Plan offered to Village employees.

- In addition, Mr. Christensen, who is presently receiving an annuity from the Wisconsin Retirement System ("WRS"), shall not be covered under the WRS as a Village employee, and thus: (1) shall not be entitled to make contributions to the WRS based upon Village employment, and (2) shall not be entitled to any Village contributions to the WRS on his behalf. Mr. Christensen further waives any right to become covered under the WRS as a Village employee in the event that he elects to stop receiving his WRS annuity benefits.
- In the event that the Village is obligated by law to extend WRS benefits to Mr. Christensen, his compensation shall be reduced commensurately. In the event that Mr. Christensen opts to participate in the Village's group health insurance plan, the parties agree that the total cost for health insurance premiums shall be shared on a 50/50 basis.

6. **TERMS AND CONDITIONS OF EMPLOYMENT.** Except as modified herein, Mr. Christensen shall be subject to the terms and conditions of employment as set forth in the Personnel Manual, as amended from time-to-time.

7. **MODIFICATION OF AGREEMENT.** This Agreement may be modified by the mutual written consent of both parties at any time.

8. **PERFORMANCE REVIEW, GOALS AND PERFORMANCE OBJECTIVES.** The Chairperson of the Personnel Committee and Village President, after

receiving input from the Village Board, shall meet with Mr. Christensen to review and evaluate the performance of the Village Administrator no later than December 31st of each year. Any salary rate adjustments shall only be given if the performance rating is satisfactory or above. This same group shall meet, from time to time, to discuss and prioritize ongoing goals and objectives that are determined necessary for the proper operation of the Village and for the attainment of the Village's policy objectives.


9. **ENTIRE AGREEMENT.** This written Agreement supersedes and supplants any prior oral promises or written agreements between the parties, and constitutes the entire agreement between the parties.

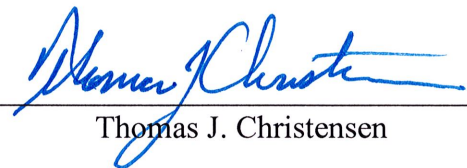
IN WITNESS WHEREOF, the parties have executed this Agreement in the day and year set forth below.

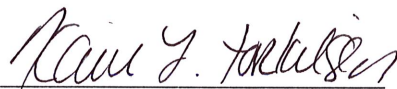
Dated this 18<sup>th</sup> day of January, 2018.

Dated this 24 day of January, 2018.

**VILLAGE OF CALEDONIA**

By:   
James R. Dobbs  
Village President

  
Thomas J. Christensen

Attest:   
Karie L. Torkilsen  
Village Clerk