

Present were Committee Members: Trustee Willing and Trustee Prott. Also Present: President James Dobbs, Trustee Wanggaard, Utility District Manager Bob Lui, and Utility Commission.

Staff present: Village Administrator Tom Christensen and HR Director Toni Muise

**1. Call to order**

Trustee Willing called the meeting to order at 6:32 p.m., at the Caledonia Village Hall, 5043 Chester Lane.

**2. Approval of minutes**

Motion by Trustee Prott to approve the minutes of October 18, 2017 and November 6, 2017. Seconded by Trustee Willing. Motion carried unanimously.

**3. Resolution 2017-134 – Resolution Authorizing Filling The Vacant Highway Operator Position**

HR Director Toni Muise stated that there is a Highway Operator position open due to a resignation effective December 1<sup>st</sup>. Muise recommended approval for the replacement of that position. They do have candidate in mind from the Todd Ripley replacement interviews that would be suitable for this position, and could fill that position as soon as December 5<sup>th</sup>.

Motion by Trustee Prott to recommend the Board approve Resolution 2017-134 Authorizing Filling the Vacant Highway Operator Position. Seconded by Trustee Willing. Motion carried unanimously.

**4. Resolution 2017-135 – Resolution Authorizing Filling The Vacant Utility District Operator Position And Creating A Utility District Operator Apprentice Position**

Muise stated that there is a Utility District Operator position open, due to a termination as of October 17<sup>th</sup>. Muise recommended approval for the replacement of that position. They also would like to create a Utility District Operator Apprentice position. Which requires less qualifications with a lower wage until they work their way up to a full Utility Operator position. Muise referred to the description of the utility district operator, and noted that a CDL is not required for initial hire, but would need to be obtained within 1 year of hire date, as well as the other necessary certifications. The apprenticeship would last a minimum of 3 years to gain the appropriate experience.

Trustee Prott asked Utility District Manager Bob Lui if they had a similar apprentice position in the past? Lui stated that before the grade scale was implemented, they were hired in a 3-year step program. But, with the scale grade, the step program was pushed aside. At the last Commission meeting, his biggest concern was with the grade scale for Utility Operators. The starting pay for a new hire would exceed the rate of the last hire that had been there for 20 months. It was decided then to do an apprentice position of 3 years that would allow time to gain certifications and also the opportunity for

improvement in experience and knowledge of the system. The position would start at a salary grade no. 4 with room for advancement on a merit system.

Trustee Wanggaard asked if this was a new position. Tom Christensen said it's not a new position; it's just a new approach to how they would fill the Operator position.

Trustee Prott asked if the position was to start out at a salary grade no. 4, and if after the apprenticeship was completed, would they be bumped up to a salary grade no. 5? Muise stated that they'd be brought in at mid-point of salary grade no. 4, and would progress to the high-point if merited during the apprenticeship. Once the 3-years have been completed, they would then transition to the mid-point of salary grade no. 5.

Motion by Trustee Prott to recommend the Board approve Resolution 2017-135 Authorizing Filling the Vacant Utility District Operator Position and Creating a Utility District Operator Apprentice Position. Seconded by Trustee Willing. Motion carried unanimously.

## **5. Proposed Changes to the Current FLSA Policy**

Christensen stated that Muise discovered that we are not in compliance with Federal guidelines or the Village's policy in regards to overtime/compensation time. Christensen further explained that we will be adhering to the Village policy, which would also reflect Federal guidelines. Overtime/compensation time will be earned after 40 working hours versus after 8 hours/day. Essentially, any vacation time/sick leave cannot be counted towards working hours, and only straight working hours will be counted towards overtime/compensation time. They're seeking to implement this by the beginning of the year (2018). Christensen felt this was more of an enforcement issue.

Trustee Prott asked Christensen what type of mechanism is in place to account for all of the overtime/compensation time? Christensen stated that they are currently manually entering this information in, which is difficult for payroll to account for. Trustee Prott asked if there is software that could calculate this? Christensen stated it is currently done with pen and paper, but they're implementing a software program that would calculate the overtime/compensation time, and would relieve a lot of hours spent on payroll.

## **6. Review of Salary Grade Structure**

Christensen felt there has been a challenge in finding candidates for employment at the authorized wages offered. At the direction of President Dobbs, they've begun to compare wage scales to different municipalities and have found pre-existing studies that could help them determine the salary grade structure. Christensen stated they are following President Dobbs lead, and are hoping to have something that highlights the current state of pay in the area by the beginning of the year (2018). They'll be looking into market increases to make sure staff pay is aligned with the current scale, but also want to be more competitive in bringing in and retaining the best candidates for employment at the Village.

**7. Adjournment**

Motion by Trustee Willing to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 6:52 p.m.

Respectfully submitted,

Karie Torkilsen  
Village Clerk