

Personnel Committee
March 15, 2018

Present were Committee Members: Trustee Willing and Trustee Prott. Also Present: Village Administrator Tom Christensen, HR Director Toni Muise, Building and Development Manager James Keeker and Utility Districts Director Tony Bunkelman. Trustee Wanggaard arrived 7:15 p.m.

1. Call to order

Trustee Willing called the meeting to order at 7:00 p.m., at the Caledonia Village Hall, 5043 Chester Lane.

2. Approval of minutes

Motion by Trustee Prott to approve the minutes from February 12, 2018. Seconded by Trustee Willing. Motion carried unanimously.

3. Review of Various Salary Structures and Wages Scale

Muise presented updated data from the last meeting and noted that the general discussion felt that there was some issue with the max point on some salaries being fairly high. She has since gone back and reduced the numbers by 5%. There are two options being presented. Option A is a little more radical than our current structure, from min to max there should be a 30% different (15% at the midpoint). The difference between the grades should be 5%, which is the industry standard by survey. Option B is considered the compromise between the previous data and what is being shown today; it's current market data minus 5%. A is the subjectivity, B is simply market data. Any positions could be moved to a different grade.

Christensen was more of a fan of Option A, and felt it was realistic enough to make happen within the current budget. Most of the positions on this scale improve, and have room to grow. Option A would also bring us up to market range, and would make us more competitive in the job market. With the thought about implementing a sign on bonus to also help with filling positions.

Trustee Willing brought up the idea of implementing some monetary rewards outside of the annual review. Group projects might create synergy between work groups; it causes an internal competitiveness and strives to complete goals with a reward.

There was discussion about how these wages would be implemented and if the typical 0%-3% merit raises could be adjusted to 5%-7% if warranted. Personnel and department heads would have to provide reasoning if the raise is outside of 0-3%, and possibly have the Village Administrator sign off on the raise.

Trustee Prott wanted additional dialogue that could be incorporated into a policy. They discussed further how we would address moving positions closer to market. Trustee Prott and Trustee Willing thought some of the highest priorities and biggest disparities lied with undervalued and longtime employees. Muise thought longevity couldn't be the only focus because that employee may not be a top performer. She thought education, certification, what projects have they worked on, productivity, efficiency, and contributions to the department should all factor in.

Trustee Wanggaard, asked if they were still talking about prioritizing. He was concerned that only a select few would be chosen to "catch up" on the wage scale, and those same positions would be

chosen annually until they were “caught up”. Christensen wanted to do the range opposed to picking out certain employees, and thought the raises should be merit based.

Trustee Prott liked Christensen’s idea of policy and merit; it gives more latitude to managers during the performance review and the possibility to give a bigger increase. He is not in favor of singling anyone out, because he felt they’d still be behind and it would be the same people being chosen. To be completely fair, if it’s merit driven and the Board is agreeable to an increase is the cleanest way to do it.

Christensen felt performance evaluations were already difficult and this adds an additional layer. He thought it would be imperative to have a training session for all the people involved in evaluations. He believed most managers have been fairly good at holding their people accountable, and has not seen a lot of 3% and has seen a lot of 0-1%.

Trustee Prott requested that they look at the policy and modify it per the discussion and bring a proposal to the next meeting.

4. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to Sec. 19.85(1)(c), WI Stats., to consider salary adjustment for the Utility District Director.

Closed session began at 8:06 p.m.

Motion by Trustee Prott to go into CLOSED SESSION. Seconded by Trustee Willing. Motion carried unanimously.

5. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION take possible action on the items discussed during the CLOSED SESSION and to move to the remaining item(s) on this agenda.

Motion by Trustee Prott to reconvene into OPEN SESSION. Seconded by Trustee Willing. Motion carried unanimously.

Motion by Trustee Prott to increase Anthony Bunkelman’s salary to \$92,884.66 per Utility District Director wage scale. Seconded by Trustee Willing. Motion carried unanimously.

6. Adjournment

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

Meeting adjourned at 8:59 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Clerk