

Present were Committee Members: Trustee Prott and Trustee Stillman.

Staff present: Village Administrator Tom Christensen, HR Director Toni Muise, Attorney Ekes, Utility Manager Anthony and Public Works Manager Tom Lazcano.

**1. Call to Order**

Trustee Prott called the meeting to order at 6:06 p.m.

**2. Approval of Minutes**

Trustee Stillman approved the minutes of August 20, 2018 as presented. Seconded by Trustee Prott. Motion carried unanimously.

**3. Resolution 2018-79 – A Resolution Adopting The Revised Caledonia Salary Compensation Schedule And A Merit System For Pay Adjustments For Various Village Employees**

Muise and Christensen explained the new wage scale, and the comparisons of nearby jurisdictions. This is a midgrade scale; we are not the highest or lowest. Currently, they are still only basing wage increases on merit. There was some discussion on what warrants a merit increase, and different scenarios in which it would be applied.

One of the changes includes that whatever the cost of living percentage is, all ranges will be increased by that amount. i.e., minimum, midpoint, maximum.

Trustee Prott stated he was in support of the schedule but would like the full Board's input on it so everyone understands and there won't be any surprises/issues when it comes time to moving this forward in the end. There was discussion regarding performance evaluations. Christensen spoke of upcoming training for Department heads so they are current on managerial tools for things like supervising, performance evaluations and goals for their department. Trustee Prott spoke of the schedule being fair, but a useful tool for a tough conversation. What we have for comparable versus what the rates we are offering needs to be defensible when we approve or deny any wage requests. Christensen stated we are in compression. It's the realization that in order to bring new staff on from a limited talent pool and retain quality employees we must be willing to compensate them appropriately.

Motion by Trustee Prott to layover Resolution 2018-79 for a Special Board meeting tentatively scheduled before the October 1<sup>st</sup> regular Board meeting. Seconded by Trustee Stillman. Motion carried unanimously.

**4. Adjournment**

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

Meeting adjourned at 6:30 pm

Respectfully submitted,

Karie Torkilsen  
Village Clerk