

**JOINT MEETING WITH  
CALEDONIA PERSONNEL COMMITTEE  
AND PUBLIC WORKS COMMITTEE  
March 9, 2020**

Personnel Committee: Trustee Stillman and Trustee Prott. Trustee Wanggaard was also present.

Public Works Present: Trustee Weatherston and Trustee Stillman. Trustee Martin was also present. Trustee Weatherston and Trustee Martin only stayed for the Public Works portion of the meeting.

Staff/Others: Administrator Tom Christensen, Asst. Administrator HR Director Toni Muise, and Public Works Director Tom Lazcano (for only the Public Works portion), Police Chief Reilly (for only the Personnel Committee portion).

**1. Call the meeting to order.**

Trustee Prott and Trustee Weatherston called the meeting to order at 5:18 p.m., at Village Hall, located at 5043 Chester Lane, Racine, Wisconsin.

**2. Public Works and Personnel Committees will hold a discussion regarding Hwy Department Operations and Staffing Hours.**

Trustee Prott spoke about when the Snow and Ice Policy matter that was discussed and reiterated that the Board directed staff to put in place a work directive for snow and ice removal. He wanted to clarify what was to be implemented from the discussion and questioned if any changes to operational hours should be included in the Personnel Manual, so the employees are clear on expectations.

The work directive was composed by the Highway Department supervisor, Bill Jacoby and Tom Lazcano to form a plan to best serve the Village while reducing overtime and fatigue. The Board was not aware that they do not plow from 11PM – 4AM. The work directive gave flexibility in scheduling so there could be staggered starts to ensure coverage for plowing. The Village wants to concentrate on clearing the main roads. In case of an emergency, Jacoby can direct his staff to work overtime after speaking with Lazcano. There is a goal to cross train all the drivers on all the routes and trucks in order to make this current directive work.

Trustee Prott again wanted to ensure that the Highway Department staff is properly informed about this change. He would like to see a half-hour of time set aside to inform and answer any questions staff might have.

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

**3. Only the Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to 19.85(1)(c)&(e), WI Stats., to discuss Discrimination Complaint.**

Motion by Trustee Stillman to go into CLOSED SESSION pursuant to 19.85(1)(c)& (e), WI Stats. Seconded by Trustee Prott. Motion carried unanimously.

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

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

**5. Adjournment.**

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously. Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Joslyn Hoeffert  
Deputy Village Clerk