

1. Call to Order

Trustee Prott called the meeting to order at 5:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. Also present was Trustee Weatherston.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR/Asst. Administrator Toni Muise, Finance Director Kathryn Kasper, Fire Chief Richard Roeder, BC Jeff Henningfeld, Police Chief Christopher Botsch and DC Shawn Engleman.

2. Approval of Minutes

Motion by Trustee Stillman to approve the minutes from the September 9th, 2020 meeting. Seconded by Trustee Prott. Motion carried unanimously.

3. Policy for Reimbursement of Expenses.

The Village does not have a policy that defines reimbursement of expenses, and it was discovered that each department seemed to have their own rules. The Village thought it was best to have one policy to follow so that it would be easily managed and understood by all. This new policy underscores the need for documentation, itemized receipts, sales tax exemption, and the emphasized use of an issued village credit card for expenses.

Christensen and Muise discussed the meal reimbursement missing from the expense policy and when those reimbursements could be applied if you are eligible. There was discussion regarding using a 'per diem' system. Per diem is an allowance paid to employees for lodging, meals, and incidental expenses incurred when travelling. This allowance is in lieu of paying their actual travel expenses. Kasper thought the per diem needed to be tied to a federal per diem rate so that it could be updated at any time to remain current.

The Committee felt the per diem method was favorable as it eliminated the tracking of a receipts. There is not a lot of out of town training, so it is a fairly low impact cost to the Village. Trustee Prott will forward the Racine County per diem policy to Muise to review.

4. Police and Fire Management Clothing Reimbursement.

Through the Police and Fire wage compression discussion, there were many things that were considered, one of them being clothing reimbursement. In January of 2019 the Village staff's clothing allowance was increased to \$450 but the Police and Fire Department reimbursement was not updated. The Village has been trying to be consistent between the two public safety departments and recognizes that other Departments are receiving this reimbursement.

For example, the Deputy Police Chief received \$350 for a lengthy list of items that amounts to well over \$350. There was discussion regarding what the number should be for current and new employees. Chief Botsch stated there are differences of costs for new employees because some of the existing stuff they had could be switched over, whereas some need to be bought entirely new. The Police Department contract management policy for vests and carriers will be updated to include an additional \$1,000 for both the vest and carrier, anything above \$1,000 is the employee's responsibility. For the Fire Department, Battalion Chiefs can use a uniform service then receive the difference on what's allowed. Both Police and Fire will receive \$1000 for new employees and \$500 for existing. Both Chiefs felt this new policy was fair.

Motion by Trustee Stillman to forward Policy to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

5. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c), Wis. Stat., for considering employment, compensation and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: specifically to discuss and consider recommendations on salary and wage adjustments for Police and Fire employees.

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously. The Committee went into Closed Session at 5:50 p.m.

6. 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 go into open session. Seconded by Trustee Prott. Motion carried unanimously.

7. Adjournment

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

Meeting adjourned at 6:44 p.m.

Respectfully submitted,
Joslyn Hoeffert
Deputy Village Clerk