

1. Call to Order

Trustee Prott called the meeting to order at 4:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. President Dobbs, Trustee Wishau and Trustee Weatherston were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR/Asst. Administrator Toni Muise, Public Works Director Tom Lazcano, Fire Chief Richard Roeder, BC Tim St. Amand, BC Jeff Henningfeld, Attorney Elaine Ekes and Racine County Clerk Wendy Christensen.

2. Approval of Minutes

Motion by Trustee Stillman to approve the minutes from the October 8th, 2020 meeting. Seconded by Trustee Prott. Motion carried unanimously.

3. Charter Ordinance to Change the Village Clerk Position from Elected to Appointed.

The Village Clerk job description has been drafted with help from Muise and Clerk Pope. There had been discussion regarding supervision for the Clerk's position and who the Clerk would report to; and if the Board or Administrator would serve in the supervisor role. There was discussion regarding surrounding communities with appointed Clerks and most of those Clerks report to the Board directly. All in attendance preference was for this role to report to the Board and felt the job description was satisfactory. President Dobbs felt the supervision should be more specified, and the Board should make the decisions, but the Clerk would report to the President as a liaison. Things like performance evaluation, and time-off will need to be considered as well.

Attorney Ekes stated that the Clerk would be bound by the employment manual and will have a set amount of time off. The President could be the point person for those issues. The position would be approached like other Department Heads and there would not be an employment contract; the Clerk would be an 'at will' employee.

Christensen questioned where on the salary schedule this position would be placed and thought it would need to be established prior to the job advertisement. The job can be posted as soon as December 8th (the day following the Board meeting) and the application period will run for one month.

Motion by Trustee Stillman to forward to the Village Board with the Clerk reporting to the Village Board with the Village President being the liaison. Seconded by Trustee Prott. Motion carried unanimously.

There was discussion regarding a revised Deputy Clerk Ordinance so the Deputy Clerk can operate in the Clerk's vacancy.

4. Resolution Authorizing the Revised Face Masks Face Coverings Policy.

This Resolution extends the face mask covering policy. Muise asked that the policy also reflect the previous Resolution. Trustee Weatherston wanted to ensure that the mask policy had some flexibility given the frequent CDC updates. The Village follows the State guidelines, and if this becomes too rigid it can be brought back for a revision.

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

5. Fire Captains Position Discussion.

Chief Roeder explained that the Fire Department would like to restructure the lieutenant positions and create three captains' positions. Each Captain is assigned a station and would help the Battalion Chief with their specific division and would allow for Captain's to be promoted to Battalion Chief if a vacancy becomes available. The 2021 did not provide for that funding but they would like to move forward because the positions are in the contract. There are nine lieutenants' currently and three of those positions would be promoted in rank; they would retain their current responsibilities as an emergency crew and would take on additional responsibilities to assist the department. Additional responsibilities that are being designated to the Captain (bringing in contractors, maintenance of the building, etc.) is currently on the Chief and BC and would make things more productive and efficient. Henningfeld stated the requirements necessary for the position would be increased, such as training and education and would not just be a change in title. Muise questioned the step up pay, and if the Captain would be included in this step-up pay module. There was further discussion regarding wage negotiation, and how dollars would impact the Village for funds being paid out of grade. Trustee Prott thought the job description for the Captain and Lieutenant should be finalized, more information as to what it means in terms of salary through the contract and if negotiation is needed, and funding should also be considered. Trustee Prott felt once that is prepared, it should be placed on the agenda for further consideration.

6. 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 5:22 p.m.

7. 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.

8. Adjournment

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

Meeting adjourned at 5:51 p.m.

Respectfully submitted,
Joslyn Hoeffert
Deputy Village Clerk