



NOTICE OF PERSONNEL COMMITTEE MEETING
Thursday, December 3, 2020 at 4:30 p.m.
Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin

THIS WILL NOT BE AN IN-PERSON MEETING

AUDIO & VIDEO CONFERENCE VIA ZOOM
ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 820 8085 1467 OR
ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 82080851467# OR
ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/82080851467>

1. Call to Order.
2. Approval of Minutes.
3. Charter Ordinance to Change the Village Clerk Position from Elected to Appointed.
4. Resolution Authorizing the Revised Face Masks Face Coverings Policy.
5. Fire Captains Position Discussion.
6. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to Sec. 19.85(1)(c)&(f), WI Stats., to consider disciplinary data of a specific employee.
7. 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.
8. Adjournment.

Dated December 1, 2020

Karie Pope
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

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

VILLAGE OF CALEDONIA

Village Clerk

The Village Board initiated the process to create a Charter Ordinance to make this an appointed position.

BASIC FUNCTION

This position is primarily responsible for overseeing and directing election processes, managing licensing, permits and recordkeeping within the Village in compliance with municipal ordinances and state statute including 62.09 (11) regarding Village Clerk duties. This position shall work closely with the Village Administrator and the Village President relative to Village directives. This position shall also interact with Village Staff as needed for compliance with municipal ordinances or state statutes.

ESSENTIAL JOB FUNCTIONS

ELECTION DUTIES AND RESPONSIBILITIES:

- Prepare, send out and review all documents related to running for an elected office including follow up documents throughout the year
- Calculate ballot orders
- Train all Election Officials
- Publication of legal notices
- Prepare forms, assembling documents, state reporting
- Work with polling locations – information, supplies, insurance, hold harmless agreements
- Managing voter registrations, maintenance, filing
- Absentee balloting
- Contracts/maintenance of voting equipment
- Perform required testing, ballot preparations, certifications, etc.
- Oversight of polling places on Election Day
- Coordination with other departments on assistance
- Conduct Board of Canvas
- Certification of election results
- Preparation of tally sheet
- Information requests from other municipalities, County Clerk, citizens, etc.
- Destruction of materials
- Prepare and file election reports to the Wisconsin Election Commission

ORDINANCES AND RESOLUTIONS DUTIES AND RESPONSIBILITIES:

- Assign numbers, track status
- Legal publications

LIQUOR LICENSE PROCESSING DUTIES AND RESPONSIBILITIES:

- Mail information packets to license holders
- Accept/review applications
- Request inspections (when needed)
- Legal publications
- Prepare and issue licenses
- State reporting

BOARD OF REVIEW DUTIES AND RESPONSIBILITIES:

- Oversee entire process
- Attend Board of Review hearings
- Coordinate hearings with Village Assessor
- Prepare of forms, packets, documents
- Publication and postings of Legal notices
- Schedule, notifications to property owners
- Prepare and mail determinations
- Prepare Statement of Assessment

TAX ROLL DUTIES AND RESPONSIBILITIES:

- Work with Finance Director and County Real Estate Description Office related to Special Assessments and Charges placed on Tax Roll
- Certification of tax levies to Racine County
- Calculate mill rates by district
- Prepare Statement of Taxes
- Prepare, calculate and issue amended tax bills

BOARD, COMMITTEE AND COMMISSION DUTIES AND RESPONSIBILITIES:

- Attend Regular, Special, Joint meetings, Closed Sessions, and Public Hearings Meetings
- Oversight of agendas – preparation, publication (when required) and packet preparation, posting requirements, etc.
- Take and prepare minutes from all posted meetings
- Provide input/background information
- Work closely with legal counsel related to Board matters (when needed)
- Work closely with other departments, legal counsel, State Legislators, Bond Counsel, etc. depending on issues/projects
- Tracking of member appointments
- Prepare and administer oaths
- Provide assistance when needed related to agendas, procedures, etc.
- Scheduling of meetings

VILLAGE BUDGET DUTIES AND RESPONSIBILITIES:

- Prepare departmental budgets for Village Clerk and Elections
- Publication of notice

MISCELLANEOUS DUTIES AND RESPONSIBILITIES:

- Maintain and keeper of all Village records
- Oversee Deputy Clerk and Receptionist who covers for various departments
- Sign all Village contracts, Operator's Licenses, General Licenses, special assessment letters, etc.
- Maintain village website
- Complete necessary documents related to Village borrowing
- Coordinate and file necessary paperwork for State recording of non-profit organizations
- Work closely with Village President related to scheduling of meetings, providing information, etc.
- Answer general questions related to village operations, citizen questions, garbage collection, yard waste site, citizen complaints
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.

SUPERVISION RECEIVED- VILLAGE BOARD NEEDS TO DECIDE

- **Receives daily direction, priority directives and policy directions from the Village Administrator.**

QUALIFICATIONS:

- Bachelor's Degree preferred
- 3-5 years of Municipal Government experience
- Strong desire to serve the public as a local government official
- Computer literate, familiar with Microsoft Word, Excel, Adobe required. Experience with WisVote and Ascent preferred.
- Knowledge of and skill in applying administrative principles and practices with regard to the Open Meetings Act, Open Records Act, election requirements, and initiative petition requirements.
- Possession of or the ability to readily obtain a Certified Municipal Clerk Designation through the International Institute of Municipal Clerks.
- Ability to maintain confidentiality of documents, records and communications. Adept to learning new skills, capable of handling a number of assignments at one time, able to meet guidelines in a timely and efficient manner.
- Ability to assess assigned tasks, and take appropriate action based on standard procedures.
- Ability to work well with others and work independently. Possess a pleasant personality. Dependable and punctual.
- Excellent oral and written communication skills.

- Possess and maintain a valid driver's license
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.
- Typical Village employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to exert light physical effort in sedentary to light work, typically involving stooping, kneeling, lifting, carrying, pushing, and pulling.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description **does not** constitute an employment agreement between the employer and employee and is **subject to change by the employer as the needs of the employer and requirements of the job change.**

12.1.2020

RESOLUTION NO. 2020-__

RESOLUTION AUTHORIZING THE REVISED FACE MASKS FACE COVERINGS POLICY

WHEREAS, in December 2019, a novel strain of the coronavirus was detected, now named COVID-19, that has spread throughout the world, including every state in the United States; and

WHEREAS, on January 3, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern; and

WHEREAS, on March 12, 2020, Governor Tony Evers declared a public health emergency to direct all resources needed to respond to and contain COVID-19 in Wisconsin; and

WHEREAS, on March 13, 2020, President Donald Trump proclaimed a National Emergency concerning COVID- 19; and

WHEREAS, on March 18, 2020, the Village of Caledonia declared a local state of emergency; and

WHEREAS, on July 30, 2020, Governor Tony Evers issued Executive Order #82 which declared the spread of COVID-19 a public health emergency; and

WHEREAS, on July 30, 2020, Governor Tony Evers issued Emergency Order #1 which requires the wearing of face masks or face coverings in buildings and enclosed spaces; and

WHEREAS, on November 18, 2020, Governor Tony Evers announced he was extending Emergency Order #1 into January 2021; and

WHEREAS, the Village has adopted a Face Masks Face Coverings Policy Effective August 25, 2020, which needs to be updated; and

WHEREAS, the Village has drafted an updated Face Masks Face Coverings Policy and it is attached hereto as **Exhibit A**; and

WHEREAS, the Personnel Committee of the Caledonia Village Board has reviewed the new Face Masks Face Coverings Policy, recommends adopting the new Policy;

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board the new Face Masks Face Coverings Policy is effective as of November 19, 2020, attached hereto as **Exhibit A**.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of December, 2020.

VILLAGE OF CALEDONIA

By: _____

James R. Dobbs
Village President

Attest: _____

Karie Pope
Village Clerk

FACE MASKS OR FACE COVERINGS

This Temporary Policy relates to certain employment and workplace policies, practices, and procedures that may be impacted in response to the novel coronavirus pandemic, COVID-19. The content of this Policy may be updated periodically in accordance with any directives, orders and other guidance provided by the Centers for Disease Control (CDC), the EEOC, the Department of Labor (DOL), the Internal Revenue Service (IRS), the Wisconsin Department of Health (DHS), the Governor of the State of Wisconsin, and the Central Racine County Health Department

1. Definitions

- a. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely.
- b. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.
- c. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

2. Employees Required to Wear Masks

Employees at any Village workplace or site shall wear a face covering or medical mask covering their nose and mouth whenever:

- Interacting in-person with any member of the public.
- Working in any space regularly visited by members of the public, regardless of whether anyone from the public is present at the time.
- In any shared office, room or enclosed area where other people are present.
- In or walking through common areas of any shared office, room or enclosed area.
- In or walking through common areas such as restrooms, hallways, and stairways.
- In any Village vehicle, or private vehicle while on Village business, when other people are present.
- Outdoors, whenever unable to maintain a distance of 6 feet from another person.

3. Exceptions

The following may be exempted from wearing a face covering:

- Employees using break time to eat or drink, provided employees are able to maintain a distance of 6 feet from the nearest person, perform the necessary hand hygiene and replace the masks when they are done.
- Employees who fall into the Centers for Disease Control and Prevention's guidance for those who should not wear face coverings due to medical condition, mental health condition, or developmental disability; in such cases accommodation may be made under the Americans with Disabilities Act.

- Employees in the performance of job duties for which face coverings present a safety hazard, as determined by the department head.

4. Enforcement

Department heads shall be responsible for encouraging and enforcing compliance with this policy. Violation of this policy will result in disciplinary action, up to and including termination.

Created: 8/12/20

Effective: August 25, 2020

Resolution: 2020-77

Revised: November 19, 2020

Resolution: 2020-____



To: Village Board
From: Chief R. Roeder
Reference: 2021 Budget Proposal

Honorable Trustees,

I am proposing the creation of three positions within the Caledonia Fire Department. The rank of Captain is a union position that is currently in the bargaining unit contract. The three Captain positions would be funded by reducing the current number of Lieutenant position from nine to six. Those three reduced Lieutenant positions would transition into the three proposed Captain positions. The cost to the 2021 Fire Department budget would be an estimated \$20,000 increase from what is currently being proposed for the 2021 fire department budget.

The three captain positions would be assigned additional duties to better assist the department. Each Captain would be assigned to a Battalion Chief to assist with one of the three divisions within the department; Training, EMS and Fire Prevention. They would be assigned to one of the three fire stations to lead up the maintenance of the stations, vehicles and grounds. This would increase the cooperation of facilitating increased management of personnel through tandem relationship with a union position of Captain working closely with the Battalion Chief. By creating the Captain positions, I believe we are creating a stronger group of personnel that would easily transition into the Battalion Chief positions when one should become available.

The Caledonia Fire Department personnel staffing numbers would remain the same. The proposed change would create the following organizational for the 47 members.

1 – Fire Chief Sta 11

1 - Administrative Assistant Sta 11

A Shift Battalion Chief Sta 11 B Shift Battalion Chief Sta 11 C Shift Battalion Chief Sta 11

A Shift Captain Sta 10 B Shift Captain Sta 11 C Shift Captain Sta 12

2- A Shift Lieutenants 2- B Shift Lieutenants 2- C Shift Lieutenants

11 - A Shift FF 11 – B Shift FF 11 – C Shift FF

I recommend that the Village increase the fire department budget the estimated \$20,000 to create the three Captain positions to improve the workflow and of the department.