

NOTICE OF PERSONNEL COMMITTEE MEETING
Monday, January 4, 2021 at 4:00 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: 845 8262 3259 OR
ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 84582623259# OR
ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/84582623259>

1. Call to Order.
2. Approval of Minutes.
3. Parks Manager Position Discussion.
4. Presentation of police union grievance #20-01 regarding its denial by the Chief of Police.
5. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to 19.85(1)(c)&(e), WI Stats., to discuss step 2 of police union grievance #20-01 AND 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 compensation for Deputy Clerk.
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 on to the remaining items on this agenda.
7. Sick Leave Incentive Policy and Retiree Healthcare Policy Discussion.
8. Adjournment.

Dated December 30, 2020

Joslyn Hoeffert
Deputy 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 4:00 p.m. via ZOOM at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. Trustee Martin was also present.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR/Asst. Administrator Toni Muise, and Fire Chief Richard Roeder.

2. Approval of Minutes

Motion by Trustee Stillman to approve the minutes from the December 3, 2020 meeting. Seconded by Trustee Prott. Motion carried unanimously.

3. Resolution 2020-115 – Resolution Authorizing the Revised Face Masks Face Coverings Policy

This policy was previously sent back from the Village Board for further review by the Personnel Committee. There were some Board members that felt the policy needed more work and suggested for it to read: “The content of this Policy may be updated periodically by the Village Board”, opposed to the various government agencies listed in the policy.

Trustee Prott had no issue with the suggested revision but felt that maybe the Central Racine County Health Department (CRCHD) should be able to provide insight. Trustee Stillman hoped we weren't striking anything critical. Christensen stated this is a model template for the rest of the County, and felt the information included was important; he felt it could still be approved. Trustee Martin thought this was being politized and thought we should refer to those agencies because they are more medically qualified to make these decisions. Muise felt we could keep the agencies as a recommendation but leave the decision to the Village Board.

The Board members who requested further review of the mask policy were not present but were in favor of a mask policy.

The Committee wanted to reference a health agency, and suggested the policy to read: “The content of this policy may be updated periodically in accordance with any directives, orders and other guidance provided by CRCHD to the Village Board.”

Motion by Trustee Stillman to forward Resolution 2020-115 with the suggested changes to the Village Board for approval. Seconded by Trustee Prott. Motion carried unanimously.

4. 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; to discuss public safety employee resignation; AND pursuant to 19.85(1)(c)&(e), WI Stats., to discuss Discrimination Complaint.

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously. The Committee went into Closed Session at 4:15 p.m.

5. 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.

6. Adjournment

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

Meeting adjourned at 4:44 p.m.

Respectfully submitted,
Joslyn Hoeffert
Deputy Village Clerk

VILLAGE OF CALEDONIA

Parks Manager

BASIC FUNCTION

This position is primarily responsible for the operations, maintenance, and improvements of Village of Caledonia parks and Caledonia/Mt. Pleasant Joint Park and cemetery. The Parks Manager will also be responsible for developing and maintaining activities & programs for the general public.

ESSENTIAL JOB FUNCTIONS

Park System:

- Plans, develops, supervises and coordinates community and special events within park system.
- Directs and coordinates daily operations and maintenance activities for park system.
- Oversee daily operations of the Joint Park Hall, Shelters and ball fields.
- Work with the Parks & Recreation Advisory Committee on special event planning and coordination.
- Ensure leagues, contractors and vendors that rent and utilize the park are within the bounds of their contracts.
- Oversee staff and volunteers and assign duties and responsibilities on a daily basis.
- Prepare Capital Improvement Plans.
- Ensure playground equipment and sporting equipment is safe for the general public.
- Apply for grants that can provide additional funding or equipment for the park.
- Work with the Parks & Recreation Advisory Committee and Development Director on long range plans, budgeting, grants and park development.
- Direct and coordinate park programs, activities and leagues that use or wish to use Village Parks.
- Establish cooperative programming and/or solicitation of sponsorships with local businesses, civic, and community groups.
- Coordinate with the Village's Highway Department on larger projects that need larger equipment and additional staff.
- Other duties as assigned.
- 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.

Cemetery: (The Caledonia Memorial Park is a Cemetery that falls under the jurisdiction of the Parks and the Parks Manager will be required to perform cemetery sexton duties)

- Coordinate burials with the funeral homes
- Assist the public with the purchase of cemetery plots
- Maintain all required records with regard to the cemetery
- Will work with the Engineering Department to keep cemetery maps updated.
- Direct and coordinate maintenance for the Cemetery.

- Ensure the mowing and lawn care contractor(s) abide by their contracts.
- Coordinate with monument and excavation companies to locate plots.

SUPERVISION RECEIVED: Receives daily direction, priority directives and policy directions from the Development Director.

FLSA STATUS: Salary Exempt

QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreation Management is preferred.
- 3-5 years of relevant Parks and municipal government experience required.
- Computer literate, familiar with Microsoft Word and Excel required.
- Prior supervisory experience desired.
- Experience with grant writing preferred.
- 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.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground surfaces as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions.

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.**

12.10.20