



**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Tuesday, January 12, 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: 850 3980 7291 OR**  
**ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 85039807291# OR**  
**ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/85039807291>**

1. Call to Order.
2. Approval of Minutes.
3. Sick Leave Incentive Policy and Retiree Healthcare Policy Discussion.
4. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to 19.85(1)(c)&(e), WI Stats., to discuss a Discrimination Complaint.
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.
6. Adjournment.

Dated January 8, 2021

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. President Dobbs, Trustee Martin and Trustee Wishau were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR Director Toni Muise, Planning Director Peter Wagner, Police Chief Chris Botsch, Deputy Police Chief Shawn Engleman, Detective Melissa Stardy, and Officer Martin Schenk III.

**2. Approval of Minutes**

Motion by Trustee Stillman to approve the minutes from the December 10, 2020 meeting. Seconded by Trustee Prott. Motion carried unanimously.

**3. Parks Manager Position Discussion**

The Village Board asked that the Parks Manager Position and job functions be reviewed by the Personnel Committee. Muise worked on this job description with Planning Director Peter Wagner, Public Works Director Tom Lazcano and Parks Supervisor Randall Solberg. There was discussion regarding coordination of recreation leagues; the current leagues are a continuation from previous seasons and the new Parks Manager might be able to create some new programs or incentives for the community parks. Trustee Wishau requested that this be sent to the Parks and Recreation Advisory Committee for further consideration.

Motion by Trustee Stillman to forward to the Parks and Recreation Advisory Committee for review and possible recommendation to the Village Board. Seconded by Trustee Prott. Motion carried unanimously.

**4. Presentation of police union grievance #20-01 regarding its denial by the Chief of Police.**

Christensen explained that a pending retiree in the Police Department is questioning what level of benefit they would be entitled to, specifically regarding the use of floating holidays. Per the police department contract, Monday – Friday employees are entitled to two floating holidays; it is the Village’s determination that those days can be prorated and not automatically granted at the beginning of the year. Because the retiree is leaving so early in the year, it has been past practice that these days were denied to the retiree.

Martin Schenk III is a Police Officer for Caledonia and has recently become the Union President. He stated that their position is that the floating days are not prorated and are granted at the beginning of the year like all the vacation days are. Schenk also cited past practices of allowing a retiree to retain those floating holidays.

Attorney Robert Weber, representative of the police department, was present and briefly overviewed the history of this grievance. He also explained past practices in which police department retirees have received this benefit and that this denial held no merit. There were instances in which the floating holidays were denied, but those were special circumstances (such as a probationary period, or not filing for a grievance), and felt that did not amount to a legitimate past practice. If the Village wanted to clarify that this is a prorated benefit than it should be

included in the contract – like the vacation time is. He further spoke of the excellent track record of the retiree and felt that they should be awarded this benefit.

Muise stated the personnel manual does clarify that the employee must be earned the year they are given and are earned by working the entirety of the year. The floating holidays are a ‘use them or lose them’ type benefit. In the instance in which Village employees would use the floating holidays early in the year, the Village would likely recoup the hours lost by supplementing with unused vacation time. There was discussion regarding if this manual would apply to the Police Department when they have a conflicting contract. Trustee Stillman wondered if the contract could be amended to prorate the floating holidays to be earned for the following years (such as working in 2020 for use in 2021).

**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.**

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously. The Committee went into Closed Session at 4:49 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.

Motion by Trustee Stillman to compensate the Deputy Clerk \$375 per week while filling in for the duration for the Village Clerk. Seconded by Trustee Prott. Motion carried unanimously

**7. Sick Leave Incentive Policy and Retiree Healthcare Policy Discussion.**

The Personnel Committee needed more time to discuss this topic and ultimately requested that this topic be placed on a Personnel Committee agenda for the following week.

**8. Adjournment**

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

Meeting adjourned at 5:26 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Deputy Village Clerk