

**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 Weatherston and Trustee Martin were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen

**2. Approval of Minutes**

Motion by Trustee Stillman to approve the minutes from the February 2, 2021 meeting. Seconded by Trustee Prott. Motion carried unanimously.

**3. 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 Wis. Stat. 19.85(1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" Specifically, as it relates to Wage Compression, the Deputy Clerk Position, and Reporting Structure of Village Clerk AND pursuant to 19.85(1)(c) to discuss and review submissions from applicants for the Administrator position.**

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously.

**4. 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 approve the agreement of the police grievance #20-01, the pay out of the 2-day floating holiday as outlined in the detailed memo including necessary language changes. Seconded by Trustee Prott. Motion carried unanimously.

Motion by Trustee Stillman to change the paygrade of the Deputy Clerk position from a paygrade (4) to a paygrade (5) \$39,607.65 to \$51,489.95 prepare the job description and post immediately. Seconded by Trustee Prott. Motion carried unanimously.

Motion by Trustee Stillman to approve the offer of employment for Joslyn Hoeffert as our new Village Clerk including the amended added language discussed in closed session and send to the full Village Board for consideration and approval. Seconded by Trustee Prott.

Motion carried unanimously.

Motion by Trustee Stillman to approve the overtime calculation and compensation policy for the Village policy manual and send to the full Village Board for consideration and approval. Seconded by Trustee Prott.

Motion carried unanimously.

## **5. Adjournment**

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

Meeting adjourned at 6:18 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Deputy Village Clerk