

1. Call to Order

Trustee Stillman called the meeting to order at 8:03 a.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard. Trustee Wishau was also present.

Absent: None.

Staff present: Village Administrator Kathy Kasper, HR Manager Michelle Tucker, Finance Director Bane Thomey, Utility Director Tony Bunkelman, and Utility Operations Supervisor Bob Lui.

2. Approval of Minutes

Motion by Trustee Wanggaard to approve the minutes as printed. Seconded by Trustee Stillman. Motion carried unanimously.

3. Utility Technician Job Description and Wage

The position of Utility Technician was approved by the Utility Commission and the Village Board previously. Tucker updated the job description and is seeking approval for this position. A discussion occurred about what this position would entail and what qualifications are needed.

Motion to approve the Utility Technician Job Description and Wage by Trustee Wanggaard. Seconded by Trustee Stillman. Motion carried unanimously.

4. Wage Increase for Utility Employee

A discussion occurred about the wages of the Utility Operator position as well as the Utility District employees.

Motion by Trustee Wanggaard to approve the Wage Increase for Utility Employee and forward to the Village Board for final approval. Seconded by Trustee Stillman. Motion carried unanimously.

5. Public Works & Utility Structure Discussion and Recommended Changes

With the Public Works Director position becoming vacant in the near future, Tucker is looking into multiple factors when considering filling this position. A discussion occurred about creating a position that would encompass both the Public Works Director and the Utility Director position. This new position would be called the Director of Public Services. A Village Engineer would then be created to help the Director of Public Services. A concern arose about the large workload being put on the Director of Public Services and if that person in that position would be able to handle it.

Motion by Trustee Wanggaard to approve the Public Works and Utility Structure Discussion and Recommended Changes. Seconded by Trustee Stillman. Motion carried unanimously.

6. Part Time Accountant Job Description and Wage Range

It is recommended that a part time accountant position be added to replace the vacant payroll position, as the payroll position was delegated to another employee. This position will fill some of the gaps that we currently have in finance.

Motion by Trustee Wanggaard to approve the Part Time Accountant Job Description and Wage Range. Seconded by Trustee Stillman. Motion carried unanimously.

7. Employee Handbook Updates

Tucker has been working on updating the Policy Manuel. Additions and deletions to the Policy Manuel were discussed. The Committee recommended that these changes be brought to the Village Board.

Motion by Trustee Wanggaard to approve the Employee Handbook Updates and forward to the Village Board for final approval. Seconded by Trustee Stillman. Motion carried unanimously.

8. Adjournment

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

Meeting adjourned at 9:32 a.m.

Respectfully submitted,
Megan O'Brien
Deputy Village Clerk