



**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Monday September 20 at 4:30 p.m. Caledonia**  
**Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Discussion on Village Policy for Entertainment Expenditures
4. The Personnel Committee will take up a motion to go into **CLOSED SESSION** for the following purpose(s): to discuss personnel issues as it pertains to specific employees, pursuant to Wis. Stat. 19.85(1)(c) and (f), Considering employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility and considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; specifically an employee accommodation, the Public Services Director and the Highway Supervisor.
5. The Personnel Committee reserves the right to **RECONVENE INTO OPEN SESSION** to take possible action on the items discussed during the **CLOSED SESSION** and to move to the remaining item(s) on this agenda.
6. Adjournment.

Dated September 17, 2021

Joslyn Hoeffert  
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 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