

NOTICE OF PERSONNEL COMMITTEE MEETING

**Thursday, August 18, 2022 at 8:15 a.m.
Caledonia Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. 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), Considering employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility specifically to discuss personnel issues with a Village department employee.
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 on to the remaining item(s) on this agenda.
5. Adjournment.

Dated August 17, 2022

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 Folk called the meeting to order at 5:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Folk. Trustee Weatherston, Trustee Martin, Trustee Wishau, and Trustee McManus were also present.

Absent: None.

Staff present: Administrator Kathy Kasper (via teleconference), HR Manager Michelle Tucker, Public Services Director Anthony Bunkelman, Police Chief Christopher Botsch, and Utility Manager Bob Lui. Attorney Ekes and Utility District President Howard Stacey were also present.

2. Approval of Minutes

Motion by Trustee Weatherston to approve the minutes as printed. Seconded by Trustee Folk. Motion carried unanimously.

3. Municipal Court Clerk Wage

There is a vacancy for the Municipal Court Clerk position, and the Judge has asked for an increase in wages. The recommendation is to modify the pay grade from level 7 to level 9. The Judge also asks for discretion for the offering wage as it may exceed the midpoint.

Keller explained that he is in the process of appointing a new Clerk. He relies heavily on the Clerk to run operations and oversees the administrative tasks. Qualified candidates are being paid more for simpler positions, and Keller felt if the Village wanted someone qualified, the position needed a competitive wage. He was uncertain when the last time the wage was addressed but felt it should be increased.

The Committee discussed what a fair starting wage would be and if there should be a cap on the wage during negotiations. The Committee further inquired if there had been past conversations with the former Court Clerk regarding wages, and Keller relayed there were and thought the position was grossly underpaid.

Motion by Trustee Stillman to approve the change of pay grade for the Municipal Court Clerk and to allow the Judge to exceed midpoint if needed in making a job offer but to cap it at \$55,000 - \$57,000. Seconded by Trustee Folk. Motion carried unanimously.

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), Considering employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility specifically to discuss a possible wage Increase for the Field Operator employee; Village Engineer

Appointment; and personnel issues with a Village department employee; AND 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 to discuss a Leave of Absence for a Police Department Employee.

Motion by Trustee Weatherston to go into closed session. Seconded by Trustee Folk.

Trustee Stillman – aye

Trustee Folk – aye

Trustee Weatherston – aye

Motion carried unanimously.

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 on to the remaining item(s) on this agenda.

Motion by Trustee Weatherston to approve the leave of absence for Officer Riser in the Police Department. Seconded by Trustee Folk. Motion carried unanimously.

Motion by Trustee Weatherston to increase John Ulcek from the Utility District's pay to \$28/hr. Seconded by Trustee Folk. Motion carried unanimously.

Motion by Trustee Weatherston to promote Ryan Schmidt to Village Engineer and forward to the Village Board. Seconded by Trustee Folk. Motion carried unanimously.

6. Human Resource Update

None.

7. Adjournment

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

Meeting adjourned at 5:57 p.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk