

**Personnel Committee
February 21, 2023**

1. Call to Order

Trustee Stillman called the meeting to order at 4:15 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Folk. Trustee Martin was also present.

Absent: None.

Staff present: Village Engineer Ryan Schmidt, Utility District Commission Member Howard Stacey, Utility Operations Supervisor Bob Lui, and Administrator Kathy Kasper.

2. Approval of Minutes

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

3. Building Inspector Resignation & Thoughts on Recruitment

The Committee discussed the potential to train this position internally to grow into the Inspector position.

4. Utility District Operator in Training Step Incentive Structure & Utility Operator Step Incentive Structure

The structure for the Operator in Training position was discussed as well as the Utility District Operator step incentive. Staff was asked to prepare a Resolution to encompass this new structure.

5. Restructuring Of Human Resource Manager Position to Assistant Village Attorney/Human Resources

Interviews for this position have been scheduled. Staff was asked to prepare a Resolution for Village Board consideration.

6. The Personnel Committee reserves the right to go into CLOSED SESSION pursuant to Wis. Stat. Sec. 19.85(1) (c) and (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating, and conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically as it relates to: Engineering Technician.

The Personal Committee did not convene into the Closed Session to discuss the matter, therefore, it was not addressed.

7. 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.

8. Adjournment

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

Meeting adjourned at 5:08 p.m.

Respectfully submitted,
Megan O'Brien
Deputy Village Clerk