

**NOTICE OF PERSONNEL COMMITTEE MEETING**

**Friday, May 5, 2023 at 1:30 p.m.**

**Caledonia Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Presentation of police union grievance #23-01 regarding its denial by the Chief of Police.
4. 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 to discuss: Step 2 of police union grievance #23-01 AND Labor Contracts for Public Safety Personnel.
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 items on this agenda.
6. Adjournment.

Dated April 28, 2023

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.

**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

**1. Call to Order**

Trustee Stillman called the meeting to order at 3:00 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: Administrator Kathy Kasper.

**2. Approval of Minutes**

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

**2. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c) & (e), WI Stats., to interview candidates for the position of Assistant Village Attorney/Human Resources Manager.**

Motion by Trustee Folk to move into closed session. Seconded by Trustee Stillman. Motion carried unanimously.

**3. 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 items on this agenda.**

Motion by Trustee Folk to reconvene into open session. Seconded by Trustee Stillman. Motion carried unanimously.

**4. Adjournment**

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

Meeting adjourned at 5:16 p.m.

Respectfully submitted,  
Megan O'Brien  
Deputy Village Clerk