

1. Call to Order

Trustee Stillman called the meeting to order at 1:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane.

Committee Members: Trustee Stillman and President Weatherston.

Absent: None.

Staff present: Chief Christopher Botsch, Chief Jeff Henningfeld, HR Manager/Village Attorney Tyler Helsel, Administrator Kathryn Kasper, and Planning Director Peter Wagner.

2. Approval of Minutes

Motion by President Weatherston to approve the minutes as printed. Seconded by Trustee Stillman. Motion carried, unanimously.

3. Discussion on Planning & Zoning Technician position

Helsel shared that a soon-to-be-vacant position might require revisions before filling. Wagner then provided background information, explaining that the Planning & Zoning Technician position was created due to reassignment. He proposed upgrading the role to a planning assistance position, involving tasks like permit reviews, code enforcement, collaboration with organizations like RCEDC, and engagement in long-range planning. Wagner presented various job descriptions aligned with these responsibilities and discussed the reasoning behind reclassifying the position and determining the appropriate pay grade. The Committee discussed the necessary qualifications for the role. Staff agreed to work towards developing a more planning-oriented position and would email the Committee the job description for review before posting the job.

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 as it relates to: Police Technician/Evidence Custodian AND Labor Contracts for Public Safety Personnel.

Motion by President Weatherston to move into closed session. Seconded by Trustee Stillman. 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 items on this agenda

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

Motion by President Weatherston to change the position to Police Technician/Evidence Custodian. Seconded by Trustee Stillman. Motion carried unanimously.

6. Adjournment

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

Meeting adjourned at 2:34 p.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk