

Trustee Prott called the meeting to order at 7:40 p.m., at East Side Community Center, 6156 Douglas Ave., Racine, Wisconsin.

Present were Committee Members- Trustee Prott and Trustee Dobbs also Trustee Wishau. Staff present was Village Administrator Tom Christensen, Police Chief Dan Warren, Village Engineer Tony Bunkelman and Finance Manager Larry Borchert.

1. Approval of minutes

Motion by Trustee Dobbs to approve minutes of the following meetings: February 1, 2016, February 10, 2016, February 24, 2016, March 3, 2016 and March 9, 2016. Seconded by Trustee Prott. Motion carried unanimously.

2. Additional Police Sergeants positions (in-house reorganization)

Chief Warren would like to do some reorganization to help with some staffing deficiencies within the department. He proposed promoting from within the department to increase the sergeant staffing from four to six, assigning two sergeants on different off day groups for each of the three shifts. The cost to do this would be roughly \$13,000. There was discussion regarding reassigning overseeing property management tasks to a civilian.

Motion by Trustee Dobbs to authorize the reorganization request for two sergeants and authorize Christensen to draft a Resolution for village board action. Seconded by Trustee Prott. Motion carried.

3. Engineering Department reorganization update

Bunkelman was asked how things are going in the engineering department. Bunkelman explained that as of right now, they are keeping up with all the permits, etc. coming in. If more work outside of the normal permits come in, then there will be a problem and they will fall behind. There have been 2 projects from the utility district so far. Trustee Dobbs stated that he felt this would eventually be a problem and be coming before the committee. Trustee Wishau felt that if the existing staff can't handle having work delegated to them, then maybe the staff needs to be upgraded. Bunkelman explained that he is delegating more and more but everyone has a full plate. There was discussion of possibly hiring a consultant engineer to fill the void. Bunkelman expressed a need for a storm water engineer. This person would be in charge of storm water utility district projects, culvert work, surveys and provide support to the rest of the department. He would like a storm water manual created to hand out to people. Trustee Prott would like this presented to the full board. Further discussion was held regarding relooking at the tech positions once a retirement happens.

4. Performance evaluation forms (setup internal work group)

Trustee Prott would to start the process to work on a new evaluation form that fits the environment. Christensen will get department heads together to accomplish this and bring it back to committee.

5. Performance evaluation training

Christensen thought once the new form is in place, some training will be set up.

6. The Personnel Committee will take up a motion to go into CLOSED SESSION, pursuant to s. 19.85(1)(c)(e)&(f) Wis. Stat., to discuss the Administrator's revised employment contract and update on worker's compensation cases.

Motion by Trustee Dobbs to go into closed session pursuant to s. 19.85(1)(c)(e)&(f) Wis. Stat., to discuss the Administrator's revised employment contract and update on worker's compensation cases. Seconded by Trustee Prott.

Roll Call:

Trustee Dobbs – aye

Trustee Prott - aye

Motion carried unanimously.

7. 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 items on the agenda.

Motion by Trustee Dobbs to reconvene into open session. Seconded by Trustee Prott. Motion carried unanimously.

8. Resolution 2016-51 - Resolution Approving Revisions to Employment Contract with The Village Administrator

Motion by Trustee Dobbs to lay over Resolution 2016-51. Seconded by Trustee Prott. Motion carried unanimously.

9. Resolution 2016-52 - Resolution Authorizing The Adoption Of An Updated Family And Medical Leave Act (FMLA) Policy For The Village Of Caledonia

Motion by Trustee Dobbs to recommend approval of Resolution 2016-52. Seconded by Trustee Prott. Motion carried unanimously.

10. Adjournment

Motion by Trustee Dobbs to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 8:58 p.m.

Respectfully submitted,

Karie Torkilsen
Village Clerk