

Personnel & Finance Committee
March 6, 2014



Chair David Blend called the meeting to order at 5:32 p.m. In attendance: Trustees David Blend, Rory Holland and President Greg Schopp. Absent and excused Trustee John Swisher. Also in attendance: Trustees: Fred Albertz and Steven Wollin, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

Statement of Public Notice - This meeting was posted and noticed according to law.

Approve Minutes of August 8, 2013 Meeting

A Holland/Blend motion carried unanimously to approve the minutes of August 8, 2013.

Closed Session

A Schopp/Holland motion carried on a roll call vote to convene into closed session at 5:33 p.m. *Pursuant to Wisconsin Statutes §§19.85 (1)(C) considering employment of any public employee over which the government body has jurisdiction or exercises responsibility.*

Reconvene into Open Session

A Holland/Blend motion carried on a roll call vote to reconvene into open session at 7:22 p.m.

Recommendation on filling the position of Deputy Clerk Treasurer

A Blend/Holland motion carried unanimously to recommend to the Village Board that Lisa Trebatoski be hired as Deputy Clerk-Treasurer.

Discussion and Recommendation – Job Description – Utilities Director

Johnsrud reviewed the draft of a job description prepared by Peter Hartz based on his current duties and responsibilities. Johnsrud said that he is recommending the desired qualifications include the applicant be a professional engineer. Hartz suggested changing the qualification from a State of Wisconsin Class 4 to a Class 2 to reflect two years of experience.

Holland suggested changing the pay to \$67,404 Depending on Qualifications.

A Blend/Holland motion carried on a unanimous vote to recommend approval of the job description as amended to include the salary depending on qualifications and changing qualifications to Class 2.

Discussion and Recommendation – Chamber of Commerce – Room Tax

Leigh Price presented a letter from the Johnson Creek Chamber of Commerce requesting an increase in room tax funding to expand the Executive Director position to a full-time position from a part-time position. The request is for an increase in room tax funding to the Chamber from a guaranteed amount of \$21,120 to a guaranteed amount of \$44,728. Johnsrud explained that the Chamber Board is requesting the increase in expenditures in support of visitor and convention activities. The position will be funded 20% by the Chamber of Commerce and 80% through the use of room tax to support the Comfort Suites.

Holland questioned the cost of benefits including the amount toward 401K and telephone reimbursement.

Johnsrud said that the Chamber Board will be meeting on March 18 to discuss details further.

A Holland/Blend motion carried unanimously to refer to the next P & F meeting.

Adjourn - A Schopp/Holland motion carried to adjourn at 7:55 p.m.

David Blend, Chair
Personnel & Finance

Disclaimer: These minutes are uncorrected; any corrections made thereto will be so noted in the proceedings at which these minutes are approved.