

PERSONNEL & FINANCE COMMITTEE

June 7, 2012



Chair David Blend called the meeting to order at 6:03 p.m. In attendance: Trustees David Blend, Tom Kupsche and Michelle Kaltenberg. Also in attendance: Attorney James Hammes, Administrator Mark Johnsrud, Library Director Luci Bledsoe and Clerk-Treasurer Joan Dykstra.

Statement of public notice – This meeting was posted and noticed according to law.

Approval Minutes of April 23, 2012

A Kaltenberg/Kupsche motion carried to approve April 23, 2012 minutes.

Personal Appearances - none

Communication from Crossroads Community Church

The Crossroads Community Church asked if the Village would be interested in entering into a negotiation for the transfer of CSM Lot 2, adjacent to Resort Drive that is currently possessed by the Village, for the purpose of building a multi-purpose building with adjoining classrooms and primary location of a new church.

A Kaltenberg/Kupsche motion carried to recommend to the Village Board to move forward in negotiations with The Crossroads Community Church.

Review Village Code 8-8 Personnel and Finance Committee Organization

Discussion ensued concerning the powers, duties and responsibilities of the Personnel and Finance committee. A Kupsche/Kaltenberg motion to have Administrator Johnsrud revised the duties and responsibilities with Chapter 8-8 and report back to the committee.

Review and Discussion - Administrator Memo on Paid Time Off (PTO) Policy

A Kupsche/Kaltenberg motion carried to discuss the Administrator's recommendation on a Paid Time Off (PTO) policy. Administrator Johnsrud explained that sick leave conversion within the Personnel Policy Manual allows employees to earn up to one sick leave day per month which may be banked, if unused, up to 120 days or 960 hours. When an employee retires subject to the terms of the State Trust Fund, age and term within the State Retirement Plan, 100% of the unused sick leave hours may be converted, to an amount based on their current wage rate, at retirement payable by the Village payable toward employee health insurance premiums not to exceed the Villages monthly cost of employee premium. Employees hired after February 12, 2012 have this amount capped at \$7,200. There are four current employees eligible to retire.

Johnsrud had used a PHCC Educational Foundation and PTO survey provided by WorldatWork, a non-profit organization founded in 1955 with over 30,000 members worldwide. This survey concluded the following:

<u>Years of Service</u>	<u>Bi-Weekly / Annual PTO Eligibility</u>	<u>Maximum Accrual Limit</u>
Less 1 year	4.923 hrs bi-weekly = 120 hrs (15 days)	-
1 to 2 years	5.846 hrs bi-weekly = 152 hrs (19 days)	228 hrs
3 to 4 years	6.154 hrs bi-weekly = 160 hrs (20 days)	240 hrs
5 to 8 years	7.077 hrs bi-weekly = 184 hrs (23 days)	276 hrs
9 to 10 years	7.385 hrs bi-weekly = 192 hrs (24 days)	288 hrs
11 to 15 years	8.000 hrs bi-weekly = 208 hrs (26 days)	312 hrs
16 to 19 years	8.615 hrs bi-weekly = 224 hrs (28 days)	336 hrs
20 or more years	8.923 hrs bi-weekly = 232 hrs (29 days)	348 hrs

After much discussion, a Kaltenberg/Kupsche motion carried to refer to the next Personnel and Finance meeting on June 28th. The meeting date was changed due to the Fourth of July.

Closed Session

A Kaltenberg/Kupsche motion carried to convene into closed session at 7:02 p.m.

(Pursuant to Wisconsin Statutes §§19.85(1) (e) deliberating or negotiating the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session in the negotiation of a term sheet with Robert Pontello - Merit Commercial Real Estate and §§19.85 (1) (g) conferring with legal counsel on foreclosure proceedings on parcels owned by Carlisle Real Estate Group LLC and Palm Resort Group LLC within TID 3.)

Kaltenberg left at 7:13 p.m. during closed session

Reconvene into Open Session

A Kupsche/Blend motion carried to reconvene into open session at 7:35 p.m.

Adjourn

A Kupsche/Blend motion carried to adjourn at 7:36 p.m.

David Blend, Chair
Personnel & Finance