

Personnel & Finance Committee
September 7, 2011



Clerk Dykstra called the meeting to order at 6:00 p.m. In attendance: Trustees: Tom Kupsche was seated at 6:13 p.m., Tim Semo and alternate President Michelle Kaltenberg. Trustee Jim Best was absent and excused. Also in attendance: Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

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

A Kaltenberg/Semo motion carried to appoint Semo as chair in the absence of Chair Tom Kupsche.

Public Comment - none

Approve minutes of July 7, 2011

A Kaltenberg/Semo motion carried on a roll call vote to approve July 7, 2011 minutes.

Review Engineering Contract

Administrator Johnsrud stated he received the engineering contract with MSA Professional Services. In Section 3.2 the term of agreement says it will expire on September 12, 2012. After discussion, it was recommended to change the terms of the agreement to April 19, 2012 the date of the annual meeting when we appoint/approve engineering services.

Attachment A, rate schedule, shows the rates are in effect until March 1, 2012 and may increase after March 1st. The committee agreed the rates should be in effect until April 19, 2012, the annual meeting.

In MSA's proposal, page 9, their offer, for free, were:

- Collect all existing files and reports
- Electronically file all information
- Interview key personnel in the Village
- Attend 3 months of monthly meetings
- Write the capital improvement and infrastructure report
- Submit report to Village for approval
- Provide portable hard drive of files to Village for your use.

Johnsrud recommended including mediation language in the contract.

The committee recommended including the above offer in the contract along with mediation language.

Review Updated Personnel Policy Manual

Administrator Johnsrud reviewed the updated personnel policy manual. Additions or changes to the manual included:

- Section 1.10 Introduction – Prior to 2006, Village did not have collective bargaining agreement therefore terms were not included in the previous manual. Language added that this Personnel Policy Manual supersedes all others except where “specific language of the collective bargaining agreement shall control when applicable”. The collective bargaining agreement is in effect until December 31, 2011.
- Section 1.12 Definitions
- Section 2.20 Union Activity
- Section 2.25 Dealing with Press
- Section 2.27 Resignation

- Section 2.28 Final Compensation
- Section 2.29 Reference and Credit Requests
- Section 3.11 Hiring, Promotions, Transfers and Assignments
- Section 3.32 Layoffs and Furloughs
- Section 3.40 Legal Representation
- Section 4.11 Salaried & Hourly – Street Superintendent and Library Director are included as Salaried
- Section 4.12 Overtime Pay – Overtime during Holidays was reduced to double time.
- Section 4.14 Emergency Callbacks and Declared Emergencies – Employees called in for emergencies will be required to work the two hour minimum as paid.
- Section 5.41 Vacation Selection Procedures - Seniority was removed from selection process.
- Section 5.61 Donations of Sick Leave – Limited donations of sick leave to three days.
- Section 5.63 Light Duty after Sick Leave
- Section 5.71 Family and Medical Leave
- Section 6.13 Village Property, Vehicles and Equipment Care
- Section 6.20 Hours of Work – Comply with Fair Labor Standards Act (FLSA) to define work week as forty (40) hours worked.
- Section 8.60 Misconduct – Unacceptable Performance – Add (31) defining sexual harassment and (32) employees must abide by all policies within Personnel Policy Manual
- Section 8.90 Grievance Procedures – added to comply with Wisconsin Act 10 - 2011.
- Appendix G: Grievance Rules of Procedure
- Appendix H: Reimbursement Agreements - EMT, EMT Basic & Paramedic as approved by Village Board.

Adjourn

A Semo/Kaltenberg motion carried to adjourn at 7:47 p.m.

Tom Kupsche, Chair
Personnel & Finance