

PERSONNEL & FINANCE COMMITTEE
JUNE 5, 2014



Chair John Swisher called the meeting to order at 5:30 p.m. In attendance: Trustees: Tim Semo, John Swisher and Kelly Wollschlager. Also in attendance: President Greg Schopp, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra

Statement of Public Notice

This meeting was posted and noticed according to law.

Approve Special Personnel and Finance Minutes of May 19, 2014 Meeting

A Semo/Wollschlager motion carried to approve the minutes of the special personnel and finance meeting of May 19, 2014.

Discussion and Recommendation – Johnson Creek Chamber of Commerce Funding Request

Johnsrud reviewed the request of the Johnson Creek Chamber of Commerce which included a cover letter from Chamber President Mitch Weyer, Chamber performance over the last 20 months and a request for annual funding from Room Tax in the amount of \$39,230 to fund 80% of the Executive Director position to support tourism.

Mitch Weyer indicated that a performance evaluation has been completed for the position of Executive Director and the Chamber board unanimously supports the request for additional funding to allow the director to focus on additional tourism activities.

Tim Semo said that the direction of the Chamber has vastly improved and encouraged the committee to support the request.

Kelly Wollschlager said that the director currently supports the Chamber and the community more than the 20 hours per week than she is currently paid.

John Swisher questioned the stability of the room tax funding and suggest referring this issue to the 2015 budget.

A Wollschlager/Semo motion carried 2-1 on a roll call vote with Swisher dissenting to recommend approval of a resolution to amend the room tax budget to support room tax funding in the amount of \$39,230 to the Chamber of Commerce to support the full-time position of Executive Director annualized for 2014 based on a start of June 15, 2014.

Closed Session

A Wollschlager/Semo motion carried 3-0 on a roll call vote to convene into closed session at 6:10 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 and §§19.85(1) (b) considering dismissal, demotion, licensing or discipline of any public employee*)

Reconvene in Open Session

A Semo/Wollschlager motion carried 3-0 on a roll call vote to reconvene into open session at 6:51 p.m.

Report any actions of Closed Session

The committee reported that the applicants for the position of Utilities Director were reviewed and determined that four of nine applicants will be interviewed for the position at a special Personnel and Finance Committee meeting on June 16th at 5:30 p.m.

Discussion and Recommendation – Internal Control Policy

Johnsrud recommended changes to the Internal Control Policy and provided a redlined version. It was noted that the committee definitions have been changed by resolution and updated within the policy. Those functions of the Personnel Director identified within the Village Code have also been included within the policy. It was also recommended that all committee times begin at 5:30 p.m. for consistency to the public.

A Semo/Wollschlager motion carried 3-0 on a roll call vote to recommend approval of the Internal Control Policy.

Adjourn

A Semo/Wollschlager motion carried unanimously to adjourn at 7:14 p.m.

John Swisher, 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.