

## PERSONNEL & FINANCE COMMITTEE

June 28, 2012



Chair David Blend called the meeting to order at 6:00 p.m. In attendance: Trustees David Blend and Michelle Kaltenberg. Absent: Tom Kupsche. Also in attendance: Trustee: Tim Semo, Utilities Superintendent Peter Hartz, Library Director Luci Bledsoe, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

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

**Approval Minutes of June 7, 2012** - A Kaltenberg/Blend motion carried approving the minutes.

**Personal Appearances** - none

### **Communication - Crossroads Community Church**

Jim Playter, Senior and founding Pastor of Crossroads Community Church for the past ten years said they have outgrown their current facility and are looking for someplace to build. They previously looked at the parcel east of the railroad tracks on River Drive but that parcel has since been sold. Johnsrud had mentioned the property on Resort Drive next to Comfort Suites is owned by the Village. Playter said they would be interested in negotiations on that 5.8 acre property. Kaltenberg questioned if this new building would also be tax exempt? Playter said the church and the daycare would be tax exempt but there would be room for discussions in paying a PILOT (payment in lieu of taxes) on the Resort Dr. property.

### **Discussion Room Tax funding of Johnson Creek Chamber of Commerce**

Johnsrud said he is on the search committee for a Chamber Executive Director and the job description now includes economic development and visitor/convention duties with a salary of \$20,800. Due to the Comfort Suites sale and transition and variable room tax collections, Johnsrud asked if the Village would fund any gap in funding the Executive Director position from the Villages 35% share of room tax should the Chamber not receive enough to fully fund the position based on the Chamber share of 35%. Estimated payment of room tax collections are \$26,000 within the 2012 Village Budget therefore there is no recommended change to the budget.

According to the job description, the Executive Director will report directly to the Executive Board of the Chamber. Johnsrud currently serves on the Chamber Executive Board as an Ex-Officio Member without voting privileges. Recommendation was to approve subject to the Village Administrator being a voting member on the Chamber Executive Board.

A Kaltenberg/Blend motion carried to recommend approving the job description, move forward and include Johnsrud as a voting member on the Chamber Executive Board.

### **Administrator Memorandum - Village Code 8-8 Committees**

Administrator Johnsrud presented a memo redefining the duties and responsibilities of the Personnel and Finance Committee. In summary, the committee would focus on policy recommendations to the Village Board which affects personnel policy manual, internal control policy, table of organization of departments including the review of job descriptions, and any other policy affecting personnel and finances including the review of the annual budget, the capital budget and any amendments thereof, the purchase, sale or disposal of

property, the negotiation and /or settlement of any litigation, any contractual obligations, claims, publications, licenses, any bonding including the issuance or prepayment of bonds, and any other policy affecting finances. This committee would review and make recommendations of the above. The annual budget would be reviewed as submitted by the Village Administrator to this committee. Previously the annual budget was submitted to the COW (Committee of the Whole). Johnsrud said these changes would be done by a change in the Ordinance.

Johnsrud suggested that another way to address committee input to the Village Board is through the use of the Committee of the Whole and only refer special policy issues to the standing committees.

A Kaltenberg/Blend motion carried to have Attorney Hammes review and refer to the next meeting.

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

Blend presented the following recommended changes to the Village's Personnel Policy Manual to convert to Paid Time Off (PTO) by eliminating employee earned sick leave benefits of one day per month, or twelve (12) days annually and vacation benefits of five (5) days the first year, ten (10) days the second year and one additional day thereafter up to a maximum of twenty-five (25) days after seventeen (17) years of employment, to the following:

>1 year = 3 PTO  
1 year = 8 PTO  
2 years to 4 years = 13 PTO  
5 years to 9 years = 18 PTO  
10 years to 18 years = 23 PTO  
19 years and beyond = 25 PTO

The maximum annual PTO carryover would be five (5) days with a maximum of ninety (90) days bankable. Up to thirty (30) days of any banked PTO would be paid out as cash compensation upon separation, unless the employee is eligible to retire under Wisconsin Retirement System (WRS) rules, at which time employees may use up to the average wages paid per day over the three years of employment prior to retirement to be designated as the "average daily earnings" formula multiplied up to fifty (50) days of PTO bank to be paid toward the Village share of health insurance premiums paid at retirement. All employees vested within WRS may retire and receive a retirement benefit at age 55, or age 50 for protective service employees. If you are not vested, regardless of your age you may only receive a separation benefit. The retired employee would still pay the 12% towards the health insurance benefit during retirement.

Any employee upon conversion to PTO with more than ninety (90) days within their sick leave account would be grandfathered. However, grandfathered banked PTO days above the ninety (90) days could not be replenished.

Johnsrud said that incentives to banking PTO are necessary as the Village only has fifteen (15) full-time employees. The Village could run into scheduling problems without incentivized banking.

Johnsrud said salaried employees currently may earn eight additional vacation hours for every thirty (30) additional hours worked up to a maximum of five (5) additional vacation days to be used in the following year. Hartz questioned the 10-18 years spread compared to the previous one to nine year breaks in PTO days.

Employee short term disability benefits will be discussed at the next Personnel & Finance meeting.

**Closed Session**

A Kaltenberg/Blend motion carried to convene into closed session at 8:03 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 Crossroads Community Church for the sale of 125 Resort Drive - Parcel # 141-0714-1214-008*.

**Reconvene into Open Session**

A Kaltenberg/Blend motion carried to reconvene into open session at 8:31 p.m.

**Adjourn**

A Kaltenberg/Blend motion carried to adjourn at 8:32 p.m.

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David Blend, Chair  
Personnel & Finance