

**MEETING MINUTES:
PERSONNEL AND FINANCE COMMITTEE**

August 7, 2019

4:00 p.m.

Meeting was called to order at 4:03 by Chairperson Ruetten.
Members present: Ruetten and Clifford.
Member absent: Oliphant.

Public Participation – None

Communications – None

Staff Reports – None

Old Business

- None

New Business

School Resource Officer – Review draft Letter of Agreement

- School Resource Officer will continue to be part of union
 - o Will require letter of agreement with union
- Most significant difference is hours – will follow school hours/calendar
 - o Some flexibility at Chief's discretion
- Summer hours will be five 8 hour shifts
 - o Most likely power shift which is 2:00 p.m. – 10:00 p.m.

Resolution for Inclusion Under Group Life Insurance

- Explained that several employees have asked for more units of life insurance
- The life insurance is through the State of Wisconsin - offers basic, supplemental, and three units of additional coverage. The Village originally signed up for basic, supplemental and one unit of additional coverage.
- There would be no additional cost to the Village as the employees pay for the additional units of coverage.

Village Assessor – Review Bids

- Received four bids for assessor services.
- Village Administrator David Porter briefly reviewed the bids and explained the differences between the revaluation methods.
 - o Market revaluation – uses sales records and does not visit the property.
 - o Full revaluation – uses sales records; views the inside and outside of property.
 - o Walk around – uses sales records and just walks around the outside of the property.

- The law changed last year. Previously if a homeowner did not allow you inside their property they could not contest their assessed value at Board of Review. The law changed - homeowners can now contest their assessed value even if they did not allow the assessor access to their homes.
- It was the consensus of the Personnel and Finance Committee to move forward with Action Appraisals. They offer a hybrid of sorts and will attempt to go inside 70% of the homes and do walk-around the remaining 30%.
- Village Board to determine the revaluation method.

Personnel Policies – Discuss suggested changes

- Section 2.02 Hours of Work and Overtime
 - o Clarified the difference between paid time off and PTO Paid Time Off.
 - o Suggested removing references to paid time off and only refer to PTO.
 - o Suggested PTO be utilized only to make up the difference between 40 hours and the actual hours worked.
 - o Overtime will be paid only when an employee has actually worked at least 10 consecutive hours during one work shift or more than 40 hours in one week.
- Section 3.01(b) Recruiting
 - o Requires each hired applicant to complete and sign a Village application form in order to be considered for any position. Resumes may supplement, but not replace, the village's application form, or DJ LE-330 application for police officer applicants.
 - o In practice, we have had non-exempt employees sign an application form.
Non exempt employees submit a cover letter and resume.
 - o Consensus to enforce as written.
- Section 4.08 Volunteer Firefighters and First Responders
 - o This section stands out as the only one in which we do not use the gender neutral "his/her" pronouns.
 - o Update language to "his/her".
- Section 6.01(b) Retirement Benefits
 - o States upon retirement employees shall be paid up to forty-five days of their unused, accumulated sick leave balance. "Up to" is a bit ambiguous.
 - o Suggested changing to "Employees shall be paid for their unused, accumulated sick leave balance, up to a maximum of 45 days.
- Section 7.00 Leaves of Absence and Time Off
 - o The language regarding pay in increments of less than one hour increments based on employee need - has led some employees to believe they can use PTO in increments less than one hour based on their own need. We encourage employees and departments heads to work together – suggest removing "the employee need".

Wage and Classification Study – Discuss potential RFP

- Would like to see how much a wage study would cost.
- Believe some employees wage are in the “medium” range and others not so much.
- Would like to attract and retain talented staff.
- Approved wage and classification study request for proposals.

Set next meeting date and adjourn.

- Tentatively scheduled for September 9 at 4:00 p.m.
- Will begin working on the 2020 budget.

MOTION by Clifford, seconded by Ruetten, to adjourn. Carried by voice vote.

5:06 p.m.

Jacquin Stelzner
Clerk-Treasurer