

COMMITTEE MEMBERS PRESENT: J. Garski, G. Feest, J. Hewitt

COMMITTEE MEMBERS ABSENT: None

VILLAGE BOARD MEMBERS PRESENT: J. Hansen

VILLAGE STAFF: K. Magyar, T. Zarzecki, R. Stedman, S. Kohlhagen

1. Call to Order

The meeting was called to order, at 9:20 a.m., by **J. Garski**.

2. Public Comment – None

3. Approval of April 7 2016 Meeting Minutes and June 3, 2016 Meeting Minutes

– Motion by Feest to approve the April 7, 2016 Finance/Legal/License Meeting Minutes. Motion seconded by Hewitt. Motion carried (3-0). Motion by Feest to approve the June 3, 2016 Finance/Legal/License Meeting Minutes. Motion seconded by Hewitt. Motion carried (3-0)

4. Review of 2015 McGrath Classification and Compensation Study – After lengthy discussion a motion was made by Hewitt that at the October Finance meeting or when she is available, we will bring in Victoria McGrath to once again present the Compensation study to the committee and to answer any questions the Village Board and Committee members may have and to accept the Classification and Compensation Study and move to the Village Board after the presentation. Motion seconded by Feest. Motion carried (3-0)

5. Discussion on Village Administrator replacement – T. Zarzecki passed out examples of Administrator job descriptions along with the Village's current job description. This item was discussion only, no action taken

6. Review/Determination on Section 15 of Personnel Manual – Employment of Relatives and Sec. 2-84(i) – Nepotism of the Municipal Code – K. Magyar was asked by a committee member to put this item on the agenda. T. Zarzecki stated that it is a very common practice with police and fire to have relatives work in the same department but they don't directly supervise them. K. Magyar asked for direction from the committee. Feest would like to remove Sec. 2-84 (i)(1) Using their public office to obtain employment for the officials' spouses or dependent relatives. However, if the official is not involved in the hiring, promotion or conditions of employment, a qualified spouse or dependent may be hired or promoted. After lengthy discussion a motion was made by Hewitt to continue to investigate this item and bring it back to the Personnel Committee at a future meeting. Motion seconded by Feest. Motion carried (3-0)

7. To convene into closed session per WI §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically:

- a. 2016 Non-union salary/wage adjustments and/or title adjustments.
- b. 2017 Non-union salaries/wages.
- c. 2017 Proposed new positions.

Motion by **Feest** to convene into closed session. Motion seconded by Hewitt. Motion carried (3-0).

8. **Reconvene into open session to consider any motions on any of the matters discussed under the closed session listed above – Motion** by Hewitt to reconvene into open session. Motion seconded by Feest. Motion by Hewitt to further review the changes in the Engineering Department and bring back to the next Personnel meeting and approve Jennifer Robers salary increase to \$65,000 effective 8/1/2016 and also review the need for additional staffing in the IT department and move to the Village Board. Motion seconded by Feest. Motion carried (3-0). Motion by Hewitt to approve the one time stipend of \$12,000 for Lead Accountant Vickie Matter for her added duties/responsibilities while filling in for the vacant Finance Director position and move to the Village Board. Motion seconded by Feest. Motion carried (3-0). The request for additional staff in the DPW department is under review and will be addressed during the budget process; no motion was made.
9. **Adjourn – Motion** at 1:30 by **Hewitt** and seconded by **Feest** to Adjourn. Motion passed unanimously (3-0)

Approved