

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

COMMITTEE MEMBERS ABSENT: None

VILLAGE BOARD MEMBERS PRESENT:

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

OTHERS: By phone Attorney Jim Korom

1. Call to Order

The meeting was called to order, at 3:30 a.m., by **J. Garski**.

2. Public Comment – None

3. Department Head Definitions/Ordinance Change – T. Zarzecki stated that with the change in title for S.Houte, we need to amend the Village Code Section 2-4(b) again with an Ordinance change. After discussion, the following changes were made to the Department Head Definitions list. Village Engineer/Utilities Manager, IT Director, Municipal Court Clerk, Human Resources and remove Public Works Manager and Sewer Utility Manager titles. Motion by Feest to approve the 2016 Department Head revisions. Motion seconded by Garski. Motion carried (3-0)

4. Nepotism Policy Discussion – Attorney Jim Korom stated that the Village can adopt any type of Nepotism Policy they would like to. Garski asked if there could be a “grandfather clause” put into the policy. Attorney Korom stated yes with the recommendation that it states “within their current job.” T. Zarzecki asked that if they go with a policy that states no relatives what-so-ever, does the Police and Fire Commission have to follow the same policy? Attorney Korom stated that the policy could be considered a qualification to hiring parameters that would be followed by the Police and Fire Commission. Attorney Korom stated that there are various degrees in Nepotism Policies; ranging from very strict to encouraging family members to work together. The Committee asked T. Zarzecki to come up additional language for the Nepotism Policy and consult with Attorney Korom and bring it back to the Committee in December.

5. Village Administrator Description and Posting – T. Zarzecki passed out examples of Administrator job descriptions along with examples of other Village’s current job descriptions and asked the Committee if the layout is acceptable for internal posting for the Engineering Technician position. The posting will be internal and then open to the public. Chair Garski and Trustee Feest would like to see changes made to the Administrator Job Description. Trustee Feest does not want the Administrator directing the Finance Director. Trustee Hewitt asked that the proposed Administrator Job Description be compared with other communities. No action taken, T. Zarzecki will keep working on the Administrator Job Description

6. 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. Wage adjustments for Lead Accountant, Payroll Coordinator, and Police Staff

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

7. **Reconvene into open session to consider any motions on any of the matters discussed under the closed session listed above** – Motion by Feest to reconvene into open session. Motion seconded by Hewitt. Motion carried (3-0). Report out, Trustee Feest stated that the Police Command Staff stipend is still a work in progress and it will move to the Village Board at a future date. Motion by Feest to approve the Executive Summary as presented by K. Magyar in the matter of raises for increased job duties for Fran Torres and Vickie Matter resulting in an increase in salary and pay adjustment and move to the Village Board. Motion seconded by Hewitt. Motion carried (3-0)

9. **Adjourn** – Motion at 5:20 by **Hewitt** and seconded by **Feest** to Adjourn. Motion passed unanimously (3-0)

Approved