

**Personnel Committee
Meeting Minutes
Monday, February 17, 2014, 5:00 p.m.**

Present: Jerry Filut- Chair, Tami Pollnow, Tom Roanhouse and Glen Collins

Excused: Linda Laib

Also present: Rebecca Ewald and Barb Messick

Filut called the meeting to order 5:10 p.m.

Collins moved and Pollnow seconded to approve the minutes with the addition of adding "The Committee directed the Administrator to review compensation options for exempt public works and utilities employees" as a second sentence reviewing the items discussed in closed session. Motion carried.

Filut reviewed the results of the January Personnel Committee recommendations that were sent to the Village Board.

The Committee reviewed the forms for the employee review and planning process. There was discussion and consideration given to identifying planned employee training and documenting the training obtained throughout the year. It is the employee's responsibility to provide the supervisor with documentation of the training obtained or achieved. It was suggested that the italic comments be deleted under the category titles of strength, weaknesses and celebrations. It was also suggested that another category be added for future development. Pollnow moved to approve the evaluation forms and process as discussed with the noted amendments. Collins seconded. Roanhouse noted that employees should be made aware of the employee comment page. Motion carried.

The Committee was updated on the municipal court analysis, as it will impact the revision of job descriptions once direction is provided by the Village Board.

Barb Messick provided an educational session on social media for the Committee. The Committee provided observations and questions relative to social media. Messick will bring back a draft policy for social media use at the next meeting for the Committee's review. Messick left the meeting at 6:47 p.m.

Collins moved and Roanhouse seconded to adjourn into closed session pursuant to Wisconsin Statute 19.85(1)(c) for the purpose of considering compensation for exempt public works employees by roll call vote:

Collins – aye Filut – aye Pollnow – aye Roanhouse – aye

The meeting adjourned into closed session at 6:48 p.m.

The Committee discussed compensation.

Collin moved and Pollnow seconded to reconvene into open session at 7:29 p.m.

Collins moved to recommend an appreciation bonus of \$4,000 for Dolezal and \$3,000 for Bergles for efforts in dealing with lack of emergency personnel and unusual and extreme weather conditions. The Department was requested to outline and develop a plan in 2014 to recruit additional snow removal personnel for snow removal in the next season to decrease the hours of snow removal for both exempt employees. Pollnow seconded. Motion carried.

Roanhouse moved and Pollnow seconded to adjourn 7:40 p.m. Motion carried.

Respectfully Submitted,

Rebecca Ewald
Administrator