

**VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN**

**(Official Minutes)**

**Human Resources Committee Meeting**

July 17, 2015

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:53 am on Friday, July 17, 2015 in the Village Hall Conference Room.

**Members Present:** Village President Pat Kenny, Trustee Tom McGreevy, Trustee Dave Prudden

**Also Present:** Administrator Dennis Martin, Building Inspector/Zoning Administrator Ron Nyman, Police Chief Steve Olson, Trustee Rick Pappas, Treasurer Scott Vilona

**General Business**

**Initial Discussion for WPPA Contract Renewal Negotiations**

Martin stated that the Village received notice from Wisconsin Professional Police Association Business Agent Michael Goetz that the Fontana Police Officers Association wishes to commence bargaining for a successor agreement. The current contract expired in 2014. Chief Olson and Village Treasurer Scott Vilona presented information on the current contract language for personal days, sick days and comp days, and the difficulty interpreting all the contract parameters. A proposal to categorize all the personal time off in one lump sum, and to establish terms for advanced notification requirements, will be discussed further by staff. The committee members also want to address the current holiday pay clause for when officers have to work their regularly scheduled shifts on a holiday and when they are called in to work on a holiday when it is not their regularly scheduled shift; and the WRS contribution rate being paid by the officers. Martin stated that the committee will solicit input from the rest of the Village Board members at the next monthly meeting and then schedule an initial committee meeting with the union representatives.

**Recommendation on Department of Building and Zoning Part-time Zoning Administration and Code Specialist Assistant**

Martin stated that he and Ron Nyman have been discussing for several weeks the current workload increase in the Building and Zoning Department with permitting and zoning applications, as well as planning for Nyman cutting back to part-time and eventually retiring from his position. Martin stated that the part-time administrative assistant in the Building and Zoning Department, Robin Nuzzo, has been providing valuable service to Nyman with inspection scheduling and building permit tracking, but she is not qualified or interested in expanding her role to provide assistance with zoning permit review and issuance and code compliance duties. Nyman stated that former Assistant Zoning Administrator and Code Specialist Bridget McCarthy still has her state license and she is interested in resuming those duties on a part-time basis. Martin stated that after resigning from her fulltime position in August 2013, McCarthy was hired in November 2014 for her current part-time position at the Fontana Public Library. Martin stated that the proposal is to transfer McCarthy from the library staff to fill a new part-time Assistant Zoning Administrator and Code Specialist position for a wage of \$20 per hour, which is the pay rate she had at the time of her resignation. Martin stated that through the end of June, that the building permit revenue for the Village of Fontana already totals \$108,363, which exceeds the total budgeted number for the year. In 2014, the building permit revenue for the Village totaled \$65,046 at the end of July. Martin stated that if approved the position will be budgeted for in 2016 as there are no signs that the increased building permit and zoning permit application activity will slow down; and Nyman will set his retirement plan into motion eventually. Following discussion, the committee members reached the consensus that there will be additional building permit revenue available to fund the necessary position; and since McCarthy had a good work record from March of 2005 when she was hired for the new fulltime position through her voluntary resignation in August 2013, she should be transferred from the Public Library to the

Building and Zoning Department to fill the new part-time position with a wage of \$20 per hour, as proposed.

Trustee McGreevy/Trustee Prudden 2<sup>nd</sup> made a MOTION to recommend Village Board approval to create a new part-time Assistant Zoning Administrator and Code Specialist position, and to hire Bridget McCarthy to fill the position for a wage of \$20 per hour. The MOTION carried without negative vote.

**Adjournment**

Trustee McGreevy/Trustee Prudden 2<sup>nd</sup> made a MOTION to adjourn the meeting at 10:18 am, and the motion carried without negative vote.

Minutes prepared by: Dennis Martin, Village Administrator

Note: These minutes are subject to further editing. Once approved by the Human Resources Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: \_\_\_\_\_