

**VILLAGE OF FONTANA ON GENEVA LAKE**  
**WALWORTH COUNTY, WISCONSIN**  
**(Official Minutes)**  
**Human Resources Committee Meeting**  
September 9, 2016

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 8:04 am on Friday, September 9, 2016 in the Village Hall Conference Room.

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

**Member Absent:** Trustee Dave Prudden

**Also Present:** Administrator Dennis Martin, Trustee Rick Pappas

**Closed Session**

Trustee McGreevy/President Kenny 2<sup>nd</sup> made a MOTION at 8:04 am to go into Closed Session pursuant to Wis. Stats. Chapter 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 Police Dept. Administrative Assistant Probationary Period Review; Contract Amendment for DPW Manager Vehicle Provision; Village Clerk Salary Adjustment; and DPW Pay Scale Increase, and the Roll Call vote was as follows:

President Kenny – Aye

Trustee McGreevy – Aye

The MOTION carried on a 2-0 vote with Trustee Prudden absent.

Trustee McGreevy/President Kenny 2<sup>nd</sup> made a MOTION at 8:30 am to adjourn the Closed Session and convene in Open Session, and the MOTION carried without negative vote.

**General Business**

**Approval of Minutes for January 18, February 25, April 22, and June 3, 2016**

Trustee McGreevy/President Kenny 2<sup>nd</sup> made a MOTION to approve the minutes as distributed, and the MOTION carried without negative vote.

**Police Dept. Administrative Assistant Probationary Period Review**

Trustee McGreevy/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the three-month probationary review for Police Dept. Administrative Assistant Stephanie Klug and the associated .50 cents per hour salary increase called for in the employment agreement, and the MOTION carried without negative vote.

**Contract Amendment for DPW Manager Vehicle Provision**

Following discussion in closed session, the committee directed Martin to meet with the Village treasurer to develop a recommendation on an appropriate vehicle allowance reimbursement or per diem amount to adjust the approved employment contract terms of DPW Manager Brett McCollum and replace the current provision that allows him to drive a DPW vehicle to work and back home. Martin stated that he has been getting inquiries on the contract provision from some of the Village Board members and he has had preliminary discussions with McCollum and Village Treasurer Scott Vilona. The committee members were concerned and directed staff to come up with a proposal that calls for an equal value if McCollum is going to be requested to amend his employment contract and eliminate one of the benefits that have been in effect since his hiring on December 1, 2014.

**Village Clerk Salary Adjustment**

Theresa Loomer completed the Wisconsin Municipal Clerk's Institute three-year educational program on July 15, 2016 and earned her degree, and the committee discussed a proposed raise for her 2016 salary commencing on the payroll following graduation from the institute. The committee directed Martin to meet with Vilona to determine if a 3 percent salary increase or

specific amount per hour should be recommended for Village Board approval, and to present the recommendation to the Village Board.

### **DPW Pay Scale Increase**

With all of the other terms in the current AFSCME Union contract no longer negotiable, the committee discussed offering the DPW union members a flat raise in the baseline pay scale since it has been since 2010 that the DPW union pay scale was increased. The committee provided direction to Martin in closed session.

### **Village Employee Policy Amendment for Unused Vacation Time**

The committee discussed the current personnel policy that calls for fulltime employees to lose any unused annual vacation time in excess of 80 hours at their employment anniversary date. Following discussion the committee members reached the consensus that for some employees it is very difficult to use up their vacation time and get down to 80 hours, especially this last year with emergency bridge, water main and road construction projects. Also, when many of the current employees were hired, the Village Board allowed for the annual buyout of unused vacation time before the policy was changed in the early 2000s. The committee ended up making the recommendation that a proposal should be presented to the Village Board to change the policy to allow for the administrator to present case-by-case recommendations to the Human Resources Committee when employees are unable to use their vacation time by their anniversary dates.

### **Adjournment**

Trustee McGreevy/President Kenny 2<sup>nd</sup> made a MOTION to adjourn the meeting at 8:33 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: 02/16/2017