

Finance and Personnel Committee
May 20, 2015

Call to Order: The meeting was called to order at 5:00 pm by President Richard Howells.

Roll Call of Officers: Officers present were President Richard Howells, Trustee Dale Pfeifer, and Trustee Clem Gottsacker. A quorum was established. Also in attendance was DPW Director Daniel Birenbaum.

Open Meeting Law Compliance Check: This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

Pledge of Allegiance to the American Flag, Moment of Silence: All in attendance stood for the Pledge of Allegiance and moment of silence.

Approval of Minutes:

- **Finance and Personnel – May 4, 2015** – A motion was made by Howells and seconded by Gottsacker to approve the Finance and Personnel minutes of May 4, 2015. Ayes – Howells, Gottsacker, Pfeifer; Noes – none; Abstain – none. Motion carried.

Agenda Items:

- **Assignment of Fund Balance per 2014 Final Audit** – The 2014 Fund Balance is \$310,861.00. This balance is 33% of our operating costs. The auditors recommended keeping the fund balance to between 20% and 25% of our operating costs and assigning the rest to specific projects. A motion was made by Howells and seconded by Gottsacker to recommend to the Village Board that the fund balance be allocated as follows: \$71,000.00 for the paving of Lakeview Drive, \$14,602.00 for the Electronic Recycling Gate, \$15,000.00 to complete the punch list items for the new Village Hall, and \$140.00 for meeting pay for Clem Gottsacker for 7 Mid Moraine meetings. Howells commented that if the meeting pay is approved for Mid Moraine, the pay will be retroactive to January 1, 2015. Ayes – Gottsacker, Howells, Pfeifer; Noes – none; Abstain – none. Motion carried.
- **Discussion of Office Lead Position** – The Office Lead position was established about three years ago and the duties of this position include deciding to close the office due to inclement weather and settling disputes among the office staff. Howells would like to place a two year term limit on the office lead position and change the employee responsible for that position every term. A motion was made by Howells and seconded by Gottsacker to recommend to the Village Board the rotation of the Office Lead to be a two year term. The next renewal of the term will be the third Tuesday in April of 2017. Ayes – Gottsacker, Howells, Pfeifer; Noes – none; Abstain – none. Motion carried.
- **Pay Scale for Seasonal Department of Public Works Help** – Currently there are two seasonal positions with the Department of Public Works. There is a 600 hour position that makes \$9.50/hour and a 1,100 hour position that makes \$10.25/hour. Typically, the 1,100 hour seasonal employee is the seasonal employee that has been working with the Village the longest. This year, that employee will be working the 600 hours due to college and the new seasonal employee will be working the 1,100 hours. Howells recommended switching the pay rate for the two employees so that the 600 hour employee will be making \$10.25 and the 1,100 hour employee will be making \$9.50. Birenbaum would also like to raise the pay rate from \$10.25 to \$10.30/hour. A motion was made by Howells and seconded by Pfeifer to recommend to the Village Board that seasonal Department of Public Works employee #1 be paid \$10.30/hour and seasonal Department of Public Works employee #2 be paid \$9.50/hour. Ayes – Gottsacker, Howells, Pfeifer; Noes – none; Abstain – none. Motion carried.

Motion to Adjourn: A motion was made by Howells and seconded by Pfeiffer to adjourn at 6:00 pm. Ayes – Howells, Pfeifer, Gottsacker; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen
Village Clerk
Approved by Finance and Personnel 09/10/15