

Finance and Personnel Committee
September 10, 2015

Call to Order: The meeting was called to order at 6:05 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 were DPW Director Daniel Birenbaum and Treasurer Kelly Brinkman.

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 20, 2015** – A motion was made by Howells and seconded by Pfeifer to approve the Finance and Personnel minutes of May 20, 2015. Ayes – Howells, Gottsacker, Pfeifer; Noes – none; Abstain – none. Motion carried.

Agenda Items:

- **Review New Time Clock Proposal – Kelly Brinkman** - Kelly Brinkman explained that the US Department of Labor will be enacting the Fair Pay Overtime Initiative. Currently the regulations state that any employee making \$23,660.00/year or more and salaried is exempt from overtime pay. This threshold will be raised to \$50,440.00/year. Currently, Brinkman and Clerk Kaity Olsen make less than \$50,440.00/year and are considered salaried so, with the new regulations, they will need to be reclassified as hourly and be paid overtime along with the Village Marshal and Deputy Marshal. We do not have a time clock in the Village Hall so Brinkman did some research on time clocks. She is recommending the uAttend BN6500 Biometric Time Clock. This time clock punches you in with a fingerprint. This eliminates the need to carry a badge or buy time cards as well as reducing the risk for payroll fraud. The cost is between \$229.00 and \$250.00 each and we will need one for Village Hall and one for the Village Garage. There is also the ability to download an app to a smart phone to allow an employee to change departments on the go. There is a monthly fee to use this system which is \$18.00/month for 1-9 employees and \$29.00/month for 10-19 employees. The service is a month to month service and there is no contract. This gives us the ability to change the tier on the monthly cost to accommodate the increased number of employees during the summer months. Brinkman also provided details for other time clock systems for comparison. This will be something the Village will have to budget for beginning in 2016 out of all three funds. The Village will also have to keep in mind that they will have to budget for overtime for Brinkman and Olsen to accommodate tax season and elections. A motion was made by Howells and seconded by Gottsacker to recommend to the Village Board the purchase of two uAttend BN6500 Biometric Time Clocks at a cost not to exceed \$500.00. Ayes – Howells, Gottsacker, Pfeifer; Noes – none; Abstain – none. Motion carried.
- **Review and Possible Action Regarding Assessor Proposals** – Proposals were received from Accurate Assessors, Grota Appraisals, and Associated Appraisal Consultants. Howells would like to receive a proposal from the above mentioned assessors to do a 20% walk through of the entire village every year so as to have the entire village covered every five years. Howells would like the committee members to review the proposals and Howells will contact the assessors to find out what it would cost for a 20% walk through every year. This item will be tabled until the next Finance and Personnel meeting.
- **2016 Budget Workshop** – The committee reviewed the 2016 Budget spreadsheets. They made some preliminary cost determinations. This will be reviewed again at the next Finance and Personnel meeting.

Motion to Adjourn: A motion was made by Howells and seconded by Gottsacker to adjourn at 8:13 pm. Ayes – Howells, Pfeifer, Gottsacker; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen
Village Clerk
Approved by Finance and Personnel 09/16/15