

Finance and Personnel Committee
December 22, 2015

Call to Order: The meeting was called to order at 5:32pm by President Vickie Boehnlein.

Roll Call of Officers: Officers present were President Vickie Boehnlein and Trustee Dale Pfeifer. Trustee Clem Gottsacker was absent. A quorum was established. Also in attendance was Treasurer/Deputy Clerk, 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 – October 5, 2015** – A motion was made by Pfeifer and seconded by Pfeifer as the other attendee, former President Richard Howells, is no longer on the Village Board to approve the Finance and Personnel minutes of October 5, 2015. Ayes – Pfeifer; Noes – none; Abstain – Boehnlein. Motion carried.

Agenda Items:

- **Approve Clerk's Starting Salary Range** – President Boehnlein started the discussion stating the current Treasurer/Deputy Clerk, Kelly Brinkman, and former Clerk/Deputy Treasurer, Kaity Olsen, have made the same salary. Both started at approximately the same time with a salary of \$32,000 approximately 5 years ago. Trustee Pfeifer inquired if the Village of Belgium's salaries had been compared with other municipalities of our size. Boehnlein replied that yes, based on the size of municipality and full-time status of clerk position. Kelly and Kaity started on the low end of the average salary range as neither had previous experience. Based on recent search done, Boehnlein said the Village hasn't kept up as aggressively as they could have. Kelly is still in the range, but continues to be on the low end of it for a treasurer/deputy clerk in municipalities of Village of Belgium's size. Pfeifer verified that we are open to negotiations if we find someone with quite a bit of experience, and are not just setting an amount that we would pay. Boehnlein replied that she thinks we should set a pay range, to which Pfeifer agreed. Boehnlein's initial thought was \$34,000/\$35,000 with \$37,000 at the top end unless someone is already certified, which none of the applicants are. Boehnlein continued that there should be something for the new clerk to be able to rise to. Boehnlein referred to a past situation when a DPW associate was hired; there was a range set, and the committee decided after the interview the exact amount the village would offer. She also thought that the strategy would help weed out applicants who were asking a high salary. Referring the past situation when the DPW associate was hired, she continued that the Finance & Personnel Committee didn't realize that the gentlemen the job was initially offered to was expecting a much higher salary. Her thought process was that we could "pre-interview" by letting them know the salary range, if they're not interested in the position at that pay, the committee won't waste time selecting a candidate only to find out they won't take the job for that salary. Boehnlein asked Pfeifer what he thought the pay scale should be. Pfeifer agreed on the range recommended by Boehnlein based on the \$32,000 the prior clerk started with 5 years ago. Boehnlein then inquired if Brinkman thought the range was reasonable, stating that in no way does the committee want Brinkman to feel discouraged, and it's important that Brinkman is happy with it as well. Boehnlein added that because the budget for 2016 has already been set, there is nothing that could be changed with Brinkman's salary. Brinkman also agreed that the starting range was indeed reasonable. A motion was made by Boehnlein to set the starting salary range for the new Village Clerk at \$34,000 - \$37,000 per year plus meeting pay and benefits. Motion was seconded by Pfeifer. Ayes – Boehnlein and Pfeifer, noes – none, abstain – none. Motion carried.
- **Closed Session:**
 - A motion was made by Boehnlein and seconded by Pfeifer to convene to closed session at 5:41pm per §19.85 (1) (c) – for the purpose of conducting performance evaluations of all Village of Belgium Department Heads. The trustees were polled: Ayes – Boehnlein and Pfeifer, noes – none, abstain – none. Motion carried.
 - The committee reconvened to open session at 6:44pm.
 - Actions: Interviews are to be scheduled for 3 candidates for next week or the following week.

Motion to Adjourn: A motion was made by Boehnlein and seconded by Pfeifer to adjourn at 6:46pm. Ayes – Boehnlein, Pfeifer; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kelly Brinkman
Treasurer/Deputy Clerk

Approved Finance and Personnel Committee 12-29-2015