

Finance & Personnel Committee Meeting

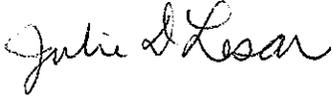
October 13, 2016, 6:30 pm

- 1) **Silence all cell phones**
- 2) **Call to Order and roll call of Officers:** The meeting was called to order at 6:30 pm by Committee Chair, Vickie Boehnlein. Officers present were: Village President Vickie Boehnlein, and Trustees, Josh Borden and Gail Kowalkowski. A quorum was established. Also in attendance were Village Clerk Julie Lesar and DPW Superintendent Dan Birenbaum and Treasurer Kelly Brinkman arrived at 6:55.
- 3) **Open Meeting Law Compliance Check:** This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.
- 4) **Pledge of Allegiance to the American Flag, Moment of Silence:** All in attendance stood for the Pledge of Allegiance and moment of silence.
- 5) **Approval of Minutes:**
 - a) **Finance and Personnel Committee June 29, 2016** – Motion made by Boehnlein and seconded by Borden to approve June 29 minutes. Ayes – Boehnlein, Borden; Noes – none, Abstain – Kowalkowski. Motion carried.
- 6) **New Business:**
 - a) **Appoint Village representative to the Belgium Area Chamber of Commerce (BACC) tourism entity:** in order to allocate room tax to the Chamber's tourism entity, the Village is required to have a representative attend meetings. Boehnlein explained the two options: one, pay a trustee to attend the meetings, or two, have a Village employee attend the meetings. Because the meetings are held during the daytime, it may be difficult for a trustee to attend. If a Village employee attends it would be during their regular working hours. Kowalkowski pointed out that this would take away from the employees regular duties. This requirement would need to be added to their list of job duties. It was decided to seek a Village trustee to attend the BACC meetings, if no one is able to commit to this, then a Village employee would be assigned. The discussion was tabled at 6:45 pm so that the committee could receive input from Treasurer, Kelly Brinkman. The discussion reconvened at 6:55 after Brinkman's arrival. Brinkman clarified that the Village representative serving on the tourism board would serve as a voting member.
 - b) **Discuss Fair Labor Standards Act and effect on Village employees:** item was tabled until Treasurer, Kelly Brinkman's arrival. Boehnlein explained that starting December 1, 2016, full-time employees that earn less than an annual salary of \$47,476 will receive overtime compensation after accumulating 40 hours in week. Currently the Village Clerk and Village Treasurer fall into this category. She listed the options that are available for the Village: The Village could offer a salary plus overtime pay, could increase the annual salary for these two positions to \$47,476, offer an hourly wage for the two positions, or create a comp time policy. The clerk's annual salary is currently \$35,000 plus \$2,760 for meeting pay. The current salary for the treasurer is \$38,627 plus \$1,360 for meeting pay. Borden made a motion to set an hourly wage of \$16.82 per hour for the Village clerk and an hourly rate of \$18.57 per hour for the Village treasurer. Both positions will continue to receive meeting pay of \$60 per board meeting and \$40 per Plan Commission and Committee meeting that they are required to attend. Motion was seconded by Boehnlein. Ayes – Boehnlein, Borden, Kowalkowski; Noes – none; Abstain – none; Motion carried.
 - c) **Village Marshal work hours:** Kowalkowski explained that she has received a complaint from Village DPW that the Village Marshal has not followed up with an issue in a timely matter. The Village Marshal and Deputy Marshal job requirements were reviewed. It is written that they are required to follow up on complaints within 24 hours. It was decided that Public Safety committee will finalize the document describing the Village Marshal and Deputy Marshal duties and present this to the Village Board for approval. Public Safety will make sure that the complaints are being followed up in a timely manner. Birenbaum will contact Marshal, Birchbauer to verify if he was able to address the complaint submitted

by the DPW. Finance & Personnel will contact Birchbauer regarding job requirements being met.

- d) **Review Healthcare plans:** The committee reviewed the current healthcare plan provided by Anthem. There is an expected increase of 9.1% in the insurance rates for 2017. The Village currently provides 90% of the cost of employee healthcare. Borden offered to obtain information on Ozaukee County's employee healthcare plan and the possibility of the Village enrolling in their plan.
 - e) **Review 2017 General Government Budget:** The General Budget was review and proposed expenses for 2017 were established based on historical data, and expected costs increases.
 - f) **Motion to Adjourn:** Borden made a motion to adjourn at 9:17 pm. Motion was seconded by Boehnlein. Ayes – Boehnlein, Borden, Kowalkowski; Noes – none; Abstain – none; Motion carries.
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Respectfully submitted,



Julie D. Lesar
Village Clerk

Approved Plan Commission 10-25-2016