

## Joint Village Board/Personnel Meeting – September 29, 2014

The September 29, 2014, Village of Colfax Joint Board/Personnel meeting was held at 6:00 p.m. at the Colfax Village Hall. Members present: President Gunnufson, Trustees Halpin, Davis, Schauer, Schieber, Olson, and Klukas. Others present included LeAnn Ralph, Eric Davidson – Bauman Associates, Rescue Squad Director Knutson, and Administrator-Clerk-Treasurer Ponto.

**Public Appearances** – none.

**2013 Audit Report – Bauman Associates** – A motion was made by Trustee Schauer and seconded by Trustee Olson to approve the December 31, 2014 year end audit presented by Bauman Associates.

Voting For: Trustees Klukas, Olson, Schieber, Schauer, Davis, Halpin, and Gunnufson.

Voting Against: none.

Motion carried.

**Changes/Updates to Employee Handbook** – A motion was made by Trustee Klukas and seconded by Trustee Schieber to approve the proposed changes to the employee handbook. The first change was to eliminate a sentence under the overtime/compensatory time section regarding the deductions in pay for absences from the normal working schedule for less than one day. The second change was under call in pay eliminating the word “any” employee to now read non-supervisory employees who are ordered to report.... The third change is an addition clarifying the payout of the sick time of up to 480 hours upon separation.

Voting For: Trustees Halpin, Davis, Schieber, Olson, Klukas, and Gunnufson.

Voting Against: Trustee Schauer.

Motion carried.

**Closed Session** – At 7:16 p.m. a motion was made by Trustee Davis and seconded by Trustee Schieber to convene into closed session pursuant to WI Statutes 19.85(1)(c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises.

a. Rescue Director Yearly Performance Evaluation

Voting For: Trustees Halpin, Davis, Schauer, Schieber, Olson, Klukas, and Gunnufson.

Voting Against: none.

Motion carried.

**Open Session** – At 7:33 p.m. a motion was made by Trustee Halpin and seconded by Trustee Olson to convene into open session to take any action resulting from the closed session.

a. Rescue Director Yearly Performance Evaluation

Voting For: Trustees Halpin, Davis, Schauer, Schieber, Olson, Klukas, and Gunnufson.

Voting Against: none.

Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Schauer to increase Rescue Director Knutson's wage by \$1.25 per hour starting January 1, 2015.

Voting For: Trustees Halpin, Davis, Schauer, Schieber, Olson, Klukas, and Gunnufson.

Voting Against: none.

Motion carried.

**Adjourn:** At 7:36 p.m. a motion was made by Trustee Schauer and seconded by Trustee Halpin to adjourn the joint village board/personnel meeting. A voice vote showed all present voting yes. Meeting adjourned.

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Scott Gunnufson, Village President

Attest: Jackie L. Ponto  
Administrator-Clerk-Treasurer