

Joint Village Board/Personnel Committee Meeting – January 30, 2017

On January 30, 2017, the Village Board/Personnel Committee meeting was held at 7:00 p.m. at the Village Hall, 613 Main Street, Colfax, WI. Members present: Trustees Burcham, Rihn, Schieber, Wolff, Halpin and President Gunnufson. Excused: Trustee Davis. Others present included Administrator-Clerk-Treasurer Niggemann. No media was present

Public Appearances –none.

Employee Handbook – discuss the Recruitment and Employment section - Hiring - A motion was made by Trustee Wolff and seconded by Trustee Schieber to change paragraph two of the Hiring section in the employee handbook as listed below and all hires made prior to this meeting will stand as they are. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Halpin and Gunnufson. Voting Against: none. Motion carried.

Hiring section of the employee handbook-

The ~~Department Head and~~ Administrator-Clerk-Treasurer **and the Department Head** shall do the screening, ~~and interviewing~~ **and hiring** of applicants for Non Department Head/Supervisor positions. The Administrator-Clerk-Treasurer will ~~make a recommendation to the Village Board for final approval~~ **communicate the employee hire to the Village Board.**

Closed Session - A motion was made by Trustee Halpin and seconded by Trustee Rihn 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 at 6:25 p.m.

- a. Public Works Employee Yearly Performance Evaluation
- b. Public Works Director Yearly Performance Evaluation
- c. Rescue Director Yearly Performance Evaluation
- d. Administrator-Clerk-Treasurer Yearly Performance Evaluation
- e. Discuss/consider wages/salaries of Village employees

Voting For: Trustees Halpin, Wolff, Schieber, Rihn, Burcham and Gunnufson. Against: none. Motion carried.

Open Session – Motion to convene into open session to take any action resulting from the closed session at 8:53 p.m.

- a. Public Works Employee Yearly Performance Evaluation
- b. Public Works Director Yearly Performance Evaluation
- c. Rescue Director Yearly Performance Evaluation
- d. Administrator-Clerk-Treasurer Yearly Performance Evaluation
- e. Discuss/consider wages/salaries of Village employees

The Village Board unanimously agreed grant the following raises 0%, 1%, 1%, 1.75% for Public Works Employee, Public Works Director, Rescue Squad Director and Administrator-Clerk-Treasurer respectively. 30 hour Rescue staff, Tim Swenson and Scott Johnson were granted 1.5% and 1% raise respectively.

Adjourn: A motion was made by Trustee Halpin and seconded by Trustee Schieber to adjourn Village Board meeting at 8:55 p.m. A voice vote was taken with all members voting yes. Motion carried.

Scott Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer