

Joint Village Board/Personnel Meeting Minutes – December 14, 2015

The December 14, 2015 Village of Colfax Joint Village Board/Personnel meeting was held at 5:30 p.m. at the Colfax Village Hall. Members present: President Gunnufson, Trustees Halpin, Davis, Wolff, Schieber, Burcham and Klukas. Other Present: Public Works Director Bates, Rescue Squad Director Knutson, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph from the Messenger.

Public Appearances – none.

Rescue Squad- Part time vs. Volunteer staff – A motion was made by Trustee Wolff and seconded by Trustee Halpin to approve Rescue Squad's request to hire part time staff vs. volunteer staff to allow for scheduling. January 1, 2016 will be the effective date. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Pay rate discussion/approval- A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve Advanced EMT pay rate of \$7.75 per hour and Basic EMT pay rate of \$7.25 per hour. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

30 hour employee/LTE- A motion made by Trustee Wolff and seconded by Trustee Klukas to approve the Rescue Squad's request to convert the limited term employee to a 30 hour employee. In approximately six months the staffing should be evaluated on how the staffing is going with the changes effective January 1, 2016. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Public Works- 32 hour position vs. seasonal and consideration of posting or promoting within-
A motion was made by Trustee Schieber and seconded by Trustee Halpin to promote the seasonal employee to a 32 hour employee with no change in the hourly rate of pay effective January 1, 2016. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

Discuss/Review employee contracts – January 1 vs. Anniversary date- A motion was made by Trustee Halpin and seconded by Trustee Wolff to use January 1 of each year vs. the anniversary date as the merit pay determination. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

Employee Contracts- A motion was made by Trustee Schieber and seconded by Trustee Davis to change the employee contracts to a letter of hire addressing start date, starting pay and benefits available. All employees will use the employee handbook as their contractual agreement with the Village of Colfax rather than an annual agreement. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Closed Session- A motion was made by Trustee Halpin and seconded by Trustee Klukas to convene into closed session at 6:10 p.m. 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. Public Works Employee Yearly Performance Evaluation
- b. Public Works Director Yearly Performance Evaluation
- c. Rescue Squad Director Yearly Performance Evaluation
- d. Administrator-Clerk-Treasurer Yearly Performance Evaluation

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

Open Session - A motion was made by Trustee Davis and seconded by Trustee Halpin to convene into open session to take action resulting from closed session.

A motion was made to accept the merit pay as discussed in closed session:

- a. Public Works Employee 2.07% increase
- b. Public Works Director 2.1% increase
- c. Rescue Squad Director 4.8% increase
- d. Administrator-Clerk-Treasurer 2.1% increase

Voting For: Seven Ayes. Voting Against: Zero Nays. Motion carried.

Adjourn: A motion was made by Trustee Halpin and seconded by Trustee Burcham to adjourn the meeting at 6:57 p.m. All voted yes.

Meeting adjourned.

Scott Gunnufson, Village President

Attest: Lynn M. Niggemann
Administrator-Clerk-Treasurer