

**VILLAGE OF FONTANA ON GENEVA LAKE**  
**WALWORTH COUNTY, WISCONSIN**  
**(Official Minutes)**  
**Human Resources Committee Meeting**  
April 22, 2016

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:06 am on Friday, April 22, 2016 in the Village Hall Meeting Room.

**Members Present:** Village President Pat Kenny, Trustee Dave Prudden

**Member Absent:** Trustee Tom McGreevy

**Also Present:** Administrator Dennis Martin, Police Chief Steve Olson

**Closed Session**

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION at 9:07 am to go into Closed Session pursuant to Wis. Stats. Chapter 19.85(1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," specifically New Police Dept. Admin. Assistant, Building Inspector Ron Nyman Part-Time Agreement Holiday Pay, New Job Duties for DPW Crew Member Ron Adams, and Utility Supervisor Dennis Barr, and the Roll Call vote was as follows:

President Kenny – Aye

Trustee Prudden – Aye

The MOTION carried on a 2-0 vote with Trustee McGreevy absent.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION at 9:35 am to adjourn the Closed Session and convene in Open Session, and the MOTION carried without negative vote.

**General Business**

**Job Offer Recommendation for New Police Dept. Admin. Assistant**

The committee discussed in closed session the recommendation for the top-ranked applicant for the Police Department Administrative Assistant, Stephanie Klug, who is proposed to also work at Village Hall following an initial training period for the police and Municipal Court related duties. As well as reaching a consensus to recommend the Village Board approve a conditional job offer to Klug, direction was provided in the closed session on the proposed hourly rate and vacation terms for the employment agreement, which will be drafted and presented to the Village Board for approval consideration.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to recommend that the Village Board approve a conditional job offer to Stephanie Klug for the Police Department Administrative Assistant position, which will also include Village Hall administrative assistant duties. The MOTION carried on a 2-0 vote with Trustee McGreevy absent.

**Clarification on Building Inspector Ron Nyman Part-Time Agreement Holiday Pay**

Martin requested direction on the new job agreement recently approved for Building Inspector Ron Nyman, who has transitioned to an hourly rate after his recent work anniversary date, but is also still providing assistant zoning administrator services and working a full-time schedule. The agreement includes a provision that Nyman's benefits will continue until he semi-retires and starts collecting an annuity from the WRS. The committee discussed the agreement in closed session and directed staff to continue to pay Nyman for 8 hours for the nine annual holidays the village fulltime employees receive for the rest of this year. The committee will review the agreement and the Building and Zoning staffing in fall prior to the 2017 budget planning.

**Recommendation on New Job Duties for DPW Crew Member Ron Adams**

The committee discussed in closed session the recommendation of DPW Manager Brett McCollum to add part-time staff training and supervision job duties for Street Dept. crew member

Ron Adams. Two new part-time Street Dept. crew members will be starting next week to cover for one fulltime crew member who will be out on medical leave for a minimum of eight weeks, and to provide assistance when other crew members are using their accumulated vacation and leave time. The committee reviewed Adams' earnings from previous years and McCollum's recommendation in closed session and recommended the duties be added to Adams' regular street department duties and his hourly pay rate be increased by \$1. Martin stated that when Trustee McGreevy contacted him to inform he could not make it to the committee meeting, McGreevy stated that he supports the proposal.

President Kenny/Trustee Prudden 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the additional job duties for Street Dept. crew member Ron Adams as proposed, with an associated \$1 increase for his hourly pay rate. The MOTION carried on a 2-0 vote with Trustee McGreevy absent.

#### **Update on Consultant Agreement and Retirement for Utility Supervisor Dennis Barr**

The committee provided direction in closed session for the proposed first-draft terms for a salaried consultation services agreement to be negotiated with Utility Department Supervisor Dennis Barr, who has worked for the Village for more than 35 years. The proposed agreement will include salary terms for when Barr retires from daily duties, but continues to provide administrative planning and consultation services and training supervision duties for the Utility Department crew members.

#### **Adjournment**

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to adjourn the meeting at 9:46 am, and the MOTION carried without negative vote.

Minutes prepared by: Dennis Martin, Village Administrator

Note: These minutes are subject to further editing. Once approved by the Human Resources Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: 9/9/2016