

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
Human Resources Committee Meeting
October 21, 2015

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 3:00 pm on Wednesday, October 21, 2015 in the Village Hall Conference Room.

Members Present: Village President Pat Kenny, Trustee Tom McGreevy, Trustee Dave Prudden
Also Present: Administrator Dennis Martin, DPW Manager Brett McCollum, Police Chief Steve Olson, Trustee Rick Pappas, Treasurer Scott Vilona

General Business

Village Clerk Compensation Proposal for Waiving Insurance Benefits

Village Clerk Theresa Linneman submitted a request to receive a stipend for opting out of health insurance coverage in 2016. She is recently married and requested a \$5,000 stipend to take her husband's health insurance coverage through his employer rather than signing up for the village's family plan. The cost savings to the village after the \$5,000 stipend would be \$14,239.78 if she took the lowest cost plan. The committee agreed that the stipend makes sense because it will save the village money. Vilona was directed to research the option to ensure there are no legal implications of paying out a benefit in the form of a cash payment, whether the payment should be spread out over the course of the year or paid in a lump sum, and whether the stipend would be taxed.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to accept the proposal from the Village Clerk barring any obstacles or legal ramifications, and the MOTION carried without negative vote.

Police Department Salaries and Part-Time Wages/Staffing Proposal

Police Chief Steve Olson proposed "equal pay for equal work" and recommended increasing the hourly rate for Part-Time Police Officers from the top maximum wage of \$22.78, approved at the previous Village Board meeting, to \$23.94. He requested the proposed maximum wage be imposed for the remainder of 2015 if the budget allows, but if not, beginning in 2016. Olson estimates the cost of hiring and training a new police officer is \$4,000 to \$5,000 and wants to offer a higher wage to attract and retain qualified officers. Since two of the three current part-time officers are likely seeking other employment and the third is already working part-time for another police department, Olson proposed hiring a ¾-time flex officer position which would primarily be responsible for working Friday and Saturday nights over the summer months. The position would also be used to fill in for other shifts when officers call in sick or have scheduled time off. There were questions about whether health insurance and other benefits would be funded and at what cost to both the village and the employee. Pappas suggested budgeting for the flex officer position in 2016, but first waiting to see how the significant pay increase for part-time officers affects the hiring and retention of officers. If necessary, the ¾-flex officer position could be implemented in April or May of next year. Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend village board approval to increase the Part-Time Police Officers top pay-range to \$23.94 and budget for the Flex Officer position in 2016, and the MOTION carried without negative vote.

Building and Zoning Administration Proposal for 2016

Building Inspector/Zoning Administrator Ron Nyman has requested to reduce his work hours to 20-30 hours per week in 2016, and eventually retire. Martin stated that the proposal is for Assistant Zoning Administrator Bridget McCarthy to take over Nyman's zoning administration job responsibilities and increase her status to full-time as the official Zoning Administrator. Martin suggested she take on the position and title starting January 1, 2016 at which time Nyman will phase out as the Zoning Administrator and work mainly as the Building Inspector, but still assist McCarthy until she becomes fully trained in her job duties. Nyman's request for a 25 percent reduction in pay and flat benefits were discussed. The committee members collaborated on whether to pay Nyman an hourly or salary wage since the hours of work might fluctuate and is dependent on workload, and also what level to offer benefits. The committee suggested Martin and Kenny follow-up with Nyman

and have an open discussion about desired pay and benefits. Up until August, the department was paying one full-time employee with benefits and one part-time employee. Once McCarthy increases her status to full-time starting January 1, 2016, the department will need to compensate for her pay as well as benefits thus paying two full-time employees with benefits and one part-time employee; however, Nyman will also be reducing his hours with the plan to retire, so it is likely only a concern for 2016. The part-time Building and Zoning Administrative Assistant position will also be reevaluated next year once McCarthy takes on the Zoning Administrator position and she is able to assess the type of support she needs. McCarthy has requested she start at the wage she left at in 2013 which was \$40,765 per year. She also requested she retain the level of vacation she was at when she resigned. Martin said she will be under the same new rules as the village clerk and DPW manager so no vacation or sick time is paid out upon termination. The committee agreed she should receive some sort of clothing allowance or Fontana apparel since she will be highly visible when she is out in the community.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend Village Board approval of the proposal to promote Bridget McCarthy to the fulltime Zoning Administrator position on January 1, 2016, with her salary and benefits to be set at the same levels when she resigned her position in 2013, and to reduce Building Inspector/Zoning Administrator Ron Nyman's employment to part-time, but to include health insurance for 2016, and to continue discussions regarding the transition and future pay and benefits. The MOTION carried without negative vote.

Administrative Salaries Recommendation for 2016

This item was discussed in closed session. The recommendations are as follows: Increase the Administrator salary from \$66,050 to \$70,000 per year; increase the Police Department Administrative Assistant wage from \$17.25 to \$17.75 per hour; change the Part-time Zoning Administrator/Code Specialist position to Zoning Administrator for Bridget McCarthy and set the salary at \$41,500 per year; increase the Chief of Police Salary from \$74,275 to \$78,000 per year; increase the Clerk salary from \$40,650 to \$42,500 per year; increase the Court Clerk wage from \$15.75 to \$16.55 per hour; increase the Deputy Clerk/Treasurer from \$19.25 to \$20.00, per hour; increase Public Works Manager from \$60,000 to \$65,000 per year with an additional increase to \$67,500 in June; and increase the Municipal Court Judge annual salary from \$6,350 to \$6,500. Trustee McGreevy/Trustee Prudden 2nd made a MOTION to recommend Village Board approval of the 2016 administrative salaries, as presented, and the MOTION carried without negative vote.

AFSCME Union Contract Renewal

This item was discussed in closed session.

WPPA Union Contract Renewal

This item was discussed in closed session.

Adjournment

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to adjourn the meeting at 4:38 pm, and the motion carried without negative vote.

Minutes prepared by: Theresa Linneman, Village Clerk

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: _____