

**VILLAGE OF FONTANA ON GENEVA LAKE**  
**WALWORTH COUNTY, WISCONSIN**  
**(Official Minutes)**  
**Human Resources Committee Meeting**  
February 7, 2022

The Virtual Human Resources Committee meeting was called to order by Chairman Pat Kenny at 1:00 pm on Monday, February 7, 2022.

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

**Members Absent:** Trustee McGreevy

**Also Present:** Theresa Loomer

**General Business**

**Approval of Minutes for February 1, 2022**

The minutes for the meeting held on February 1, 2022 was distributed.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to approve the minutes from the February 1, 2022 meeting, and the MOTION carried without negative vote.

**Recommend Approval of Assistant Beach Manager and Launch Manager Position Descriptions**

At the last meeting the HR Committee recommended approval of beach and launch assistant manager positions. Loomer said she created job descriptions for the positions which include the regular attendant duties with the addition of staff training and oversight, opening and closing for the day, and balancing deposits at the end of the day. The pay range for the positions would be the high end of the attendant positions so there would be no impact on the budget.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Assistant Beach Manager and Assistant Launch Manager position descriptions, as presented, and the MOTION carried without negative vote.

**Village Hall Staffing and Hiring Recommendation**

Loomer stated she is recommending hiring a Clerk and a Treasurer position. She stated that between the resignation of Treasurer/Deputy Clerk Stephanie Smith and the future retirement of Deputy/Clerk Treasurer Julie Olson, she is recommending hiring a full-time clerk and full-time treasurer in order to promote the separation of duties and responsibilities of the position and allow enough time for staff to become trained. Loomer polled the surrounding municipalities and put together a chart of wages. Based on comparable wages, she recommended a salary range of \$40,000 - \$65,000 for the clerk position and \$45,000 - \$70,000 for the treasurer position, depending on certifications and experience.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to recommend approval of hiring a Village Clerk with a salary range of \$40,000 - \$65,000 and a Village Treasurer with a salary range of \$45,000 - \$70,000, and the MOTION carried without negative vote.

**Recommend Approval of Clerk and Treasurer Position Descriptions**

The Village Clerk and Village Treasurer job descriptions were distributed.

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Village Clerk and Village Treasurer position descriptions, and the MOTION carried without negative vote.

**Adjournment**

Trustee Prudden/President Kenny 2<sup>nd</sup> made a MOTION to adjourn the meeting at 1:06 p.m., and the MOTION carried without negative vote.

Minutes prepared by: Theresa Loomer, Village Administrator/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: 03/01/2022