



Personnel Committee Meeting
Wednesday, November 9, 2022
5:30 pm

LOCATION OF MEETING: 96 RUSSELL DRIVE

Meeting Minutes

1. Call to Order, Roll Call: Chairman Keri Wallenkamp called the meeting to order at 5:32 pm. Members present included Duane Urbanski, Barbara Ruege, and Keri Wallenkamp. Village staff present included Clerk/Treasurer Stephanie Waala and Deputy Clerk/Treasurer Carissa Jaycox.
2. Consider and Act by Roll Call Vote to Enter into Closed Session Pursuant to SS. 1985(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Employee Reviews).

Member Ruege made a motion to move in to closed session at 5:33 pm, motion was seconded by Member Urbanski. Motion carried 3-0.

3. Reconvene to Open Session Pursuant to SS. 1985(2).

Member Ruege made a motion to move to open session at 5:55 pm, motion was seconded by Member Urbanski. Motion carried 3-0.

4. Discussion and Possible Recommendation to the Village Board on Closed Session Items.

No motion made

5. Discussion and Possible Action on the formatting of the DPW timesheets

Clerk Waala informed the committee of the current three page DPW timesheet that is handed in every two weeks. Presentation of potential revised timesheets and asked for suggestions on condensing the timesheets down to one page.

Chairman Wallenkamp suggested looking into Workyard and Busy Busy timecard apps as a possibility. Check to see if the Workhorse Payroll has the option to upload an app.

Member Ruege suggested adding Parks as a category in instances where a grant may be used then those hours would need to be separated.

Member Ruege made a motion to begin using option 2 timesheet for tracking times with the revisions to add Parks codes, motion was seconded by Member Urbanski. Motion carried 3-0.

6. Discussion and Possible Action on Employee Dental and Vision Plans

Clerk Waala informed the committee that Tammy, the village Aflac representative, presented to her the new Aflac Dental and Vision plans. Side by side comparison was done and review of benefits.

Member Urbanski made a motion to present to the village board the Aflac dental and vision plans, motion was seconded by Member Ruege. Motion carried 3-0.

7. Adjourned at 6:45 pm.

Items on the Agenda may be taken out of order as listed. Created by Stephanie Waala on 11/10/2022.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.