

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Monday, April 25, 2022 at 3:30 p.m.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. NEW BUSINESS:
 - A. CLOSED SESSION under WI Stats. Sec. 19.85 (1) (c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - 1. Utility & Billing Clerk Position
 - 2. Interviews for the Municipal Service Crew Person Position
 - B. RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.
- VI. Adjourn

Kayla Lindert, Clerk/Treasurer

Posted: 04/22/2022

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The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the Village Office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions, or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE MINUTES
Village Hall – 114 Lake Street, Pardeeville
Tuesday, March 29, 2022 at 5:00 p.m.
DRAFT NOT APPROVED

Call to order: Babcock called the meeting to order at 5:00 p.m.

Roll Call: Committee members present, Chapman excused. Also present were Village Administrator/Director of Public Works, Erin Salmon and Clerk/Treasurer, Kayla Lindert.

Verification of the posting of agenda: The agenda was properly posted at the Pardeeville Village Hall, Pardeeville Post Office, Library and on the website.

Agenda Approval:

MOTION Possehl/Babcock to approve agenda as presented. Motion carried unanimously.

Minutes Approval:

MOTION Babcock/Possehl to approve minutes as presented. Motion carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

- A. Updated Municipal Services Crewman job description and posting
Salmon stated that the position was also posted internally too.

Motion by Babcock/Possehl to make a recommendation to the Village Board on the upcoming vacancy and it be posted with a hiring range of \$20-\$23/hour, based on experience.

Motion carries

Motion by Babcock/Possehl filling the water/sewer position within; once duties begin, steps of increase shall be as follows:

Obtain 1 of the water certs = \$1.00 increase.

Obtain the 2nd water cert = \$1.00 increase.

Obtain the sewer cert = \$1.00 increase. All have to be obtained in budget season 2022.

Motion carries

- B. Personnel Benefits & Policies Manual

Discussion on cleaning up the language for a Part-Time 1 employee within the manual. Provide this in the Village Board meeting for 04/19/2022 for approval.

Motion by Possehl/Babcock to have the finalized document as discussed.

Motion carries

Adjourn

Meeting was adjourned by Babcock at 5:58 p.m.

Submitted by: Kayla Lindert, Clerk/Treasurer

Approved:

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE MINUTES
Village Hall – 114 Lake Street, Pardeeville
Tuesday, April 19, 2022, at 5:00 p.m.
DRAFT MINUTES- UNAPPROVED**

Call to order: Babcock called the meeting to order at 5:00 p.m.

Roll Call: Committee members present; Babcock, Possehl. Trustee Haynes to fill in the vacant position. Also, present Trustee Abrath.

Verification of the posting of agenda: The agenda was properly posted at the Pardeeville Village Hall, Pardeeville Post Office, Library, and on the website.

Agenda Approval:

MOTION Possehl/Haynes to approve agenda as presented. Motion carried unanimously.

Minutes Approval:

MOTION Possehl/Babcock to approve minutes as presented. Trustee Haynes abstained.

NEW BUSINESS:

- A. Motion Babcock/Possehl** to go into closed session under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 5:02 p.m.
 - 1. Review applicants for the Municipal Service Crew Person Position
 - 2. Water Sewer Operator Lead Position
- B. MOTION Possehl/Balsiger** to return to open session to formally dispose of any issues discussed in closed session at 6:01 p.m. Motion carried unanimously.

Meeting was adjourned by **Possehl** at 6:02 p.m.

Submitted by: Jody Hardwick Deputy Clerk/Administrative Assistant

Approved: