

**Village Of Cambridge
Public Meeting
Personnel Committee Meeting
Amundson Community Center
200 Spring St, Cambridge
Tuesday, March 1, 2022
5:30 P.M.**

APPROVED 3.9.2022

MINUTES

1. **Call To Order/Roll Call:** Chairperson Schaefer Weiss called the meeting to order at 5:30 p.m. Members present: Trustees Kumbier, Franklin and Schaefer Weiss. Others present; Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Mark McNally, President; Nick Maas, Sean Dotson and Mike Reiber, Dancing Goat; Dean Lund; Trustee Carla Galler; Tod Lord.
2. **Proof Of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Website.
3. **Approval of Minutes from Meeting:** February 1, 2022

Trustee Kumbier made a motion to approve the minutes as presented, seconded by Trustee Franklin. Motion carried.

4. Public Appearances/Citizen Input:

- 1) **Nick Maas, Dancing Goat Distillery:** Nick Maas shared ongoing concerns regarding the village water system; the money they have spent; maintenance; communication and trust issues, previous and current staff, administration and board. Who does he turn to for assistance?
- 2) **Dean Lund:** It is national appreciation week, realizing there is a lot going on right now, he'd like to thank all staff and the board for all they do.

5. Discussion and Possible Action Regarding:

- a. **Convene into Closed Session** per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works and Building Inspector

Trustee Kumbier made a motion to convene into closed session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works and Building Inspector, seconded by Trustee Franklin. Motion carried on a 3-0 roll call vote.

- b. **Reconvene into Open Session:** Trustee Franklin made a motion to reconvene into Open Session, seconded by Trustee Kumbier. Motion carried on a 3-0 roll call vote.

c. Possible action taken on closed session items

Trustee Franklin made a motion to begin the process for an RFP for building inspection services, seconded by Trustee Schaefer Weiss. Motion carried.

Trustee Franklin made a motion to schedule a Personnel Committee meeting, which Derek Schroedl will attend for a discussion, constructive counsel and education, seconded by Trustee Schaefer Weiss. Motion carried.

Trustee Schaefer Weiss made a motion to draft a letter of reprimand to be placed in Derek Schroedl's after the next meeting, seconded by Trustee Franklin. Motion carried.

- d. **Department of Public Works Job Descriptions:** Administrator Moen presented draft job descriptions for Director of Public Works, Public Works Superintendent and Water and Sewer Superintendent. The Committee reviewed the descriptions and had a discussion on whether we should fill the position of Director of Public Works and/or Superintendent of Water and Sewer and Superintendent of Public Works.

Trustee Schaefer Weiss made a motion to forward the job description for Director of Public Works to the Village Board, with a few minor changes, seconded by Trustee Franklin. Motion carried.

e. Vacant Director of Public Works Position

Trustee Schaefer Weiss made a motion to recommend to the Village Board posting the position of Director of Public Works, at a pay range of \$26 to \$30 per hour, DOQ, seconded by Trustee Franklin. Motion carried.

- f. **Employee Vacation Leave Policy:** President McNally requested this be put on the agenda. Administrator Moen explained how our current policy works. There are two typical ways that this is handled, our policy where you earn it based on your previous year – or if an employee is given additional vacation upon hiring. Under this scenario, employees receive their vacation time on January 1. Under the second scenario, vacation is earned on a month-to-month basis. Here there needs to be a mechanism to carry over vacation time to ensure flexibility if employees wish to take a vacation early in the year. Employees are paid out for unused vacation upon leaving employment or at the end of the year. The committee took no action and will revisit at a future meeting.

6. Any Other Business to be Brought Before the Committee:

- a. Schedule a meeting for Wednesday, March 9

7. Adjournment: Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Chair Schaefer Weiss adjourned the meeting at 8:30 p.m.