

**GENERAL GOVERNMENT MEETING MINUTES**  
**AUGUST 24, 2017**  
**6:00 PM**

1. Roll Call and Call to Order

Taylor called the meeting to order at 6:50 PM. Members present: Lois Taylor and Kurt Wood.  
 Others present: Nathan Patros.

2. Announcements

A. Closed Session: The Committee will convene into closed session per Wisconsin Statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

3. Approval of Minutes

Motion by Taylor to approve the June 1, 2017 minutes, seconded by Wood. MC 2-0

4. Closed Session (no action)

A. The Committee will Convene into Closed Session per Wisconsin Statute 19.85 (1) (c)

B. The Committee will Reconvene into Open Session

5. Consideration of amending the employee manual with respect to vacation days

Motion by Taylor to recommend modifying vacation days as follows, seconded by Wood. MC 2-0

Years of Service	Vacation Days
Start date to end of year	10 days prorated
After January 1 of next year	10 days
After January 1 of 5th calendar year	15 days
After January 1 of 10th calendar year	20 days
After January 1 of 125th calendar year	25 days

6. 2018 Budget

A. Policy discussion of using government equipment for duck pond maintenance

In-kind equipment lent to the Village and working volunteers were discussed as a potential liability if an accident were to occur during duck pond clean-up. It was determined that the Village insurance would cover such accidents during Duck Pond clean-up.

B. Clerk Treasurer replacement update

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This position is slated to be advertised mid-September and hired during fall/winter timeframe to allow training while Vicki is still employed.

### C. Cost of Living Adjustments

Village administrator suggested a cost of living adjustment of 2.5%. The committee recommended 1.6%. The committee also suggested increasing the hourly wage for the Water/Sewer Technician base on the state average wage of municipalities with similar population.

### 7. Sustainability Proclamation

Taylor suggested the Village consider adopting a sustainability proclamation. Taylor will bring this up during the Regular Village Board meeting.

### 8. Employee Appraisal Process

Employee evaluations are slated to wrap up in the month of September.

### 9. Superintendent's and/or Administrator's Report

Discussion of security options around the front office including surveillance cameras, panic button and reconfiguring office to limit physical contact with the public via service counter with a window and taller office partitions to limit loitering.

### 10. Future Agenda Item Requests (no action)

### 11. Adjournment

Motion by Taylor to adjourn, seconded by Wood. MC 2-0 8:18 PM