

# Village Of Brooklyn

PO. Box 189 • 102 North Rutland Avenue • Brooklyn, Wisconsin 53521  
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

## Personnel Committee Minutes March 17<sup>th</sup> 2011

The Personnel Committee meeting was called to order at 7:07pm by Chair Van Den Eng. Other committee members in attendance were Nadine Walsten and Todd Klahn.

**Motion:** Van Den Eng/Walsten to approve minutes of 02/17/2011. Motion carried.

The impact to Village employee benefits related to the State's budget repair bill were discussed. Our employees will have to start paying 5.8% of their salary into the Wisconsin Retirement System shortly after the bill becomes law. Our employees will also have to assume the cost of at least 12% of their health care premiums beginning January 1, 2012. The cumulative total of these changes factoring in the hiring of a new Public Works Director will total approximately \$23,000 per year depending on overtime hours worked.

The committee is empathic to the hardship that these extra costs will cause our employees. While some have suggested that the Village compensate our employees to offset these extra costs, others have cautioned patience as the final impact to the Village regarding proposed decreases in Shared Revenue, Transportation Aid and Recycling Grants won't be known until the State finalizes the Budget Bill. Using the most recent estimates, the Village will lose \$7,521 in Shared Revenue and \$8,390 in Transportation Aid for a total of \$15,911. The fate of recycling grants is unknown at this time as many legislators support retaining funding for local recycling grants, but that could equal a loss of approximately \$5,000 if it passes as currently proposed. On top of that, the Budget Bill proposes a freeze in the tax levy which will decrease the flexibility that the Village has in budgeting. In the end, the consensus of the committee was to pay close attention to developments related to the Budget Bill and make further decisions after it is passed and actual decreases in the Village's revenues can be quantified.

A draft version of a proposed job description for a Water/Wastewater Utility Superintendent was reviewed. Various responsibilities of such a position were debated. **Motion:** Klahn/Van Den Eng to send amended job description to the Public Works Committee for review. Motion carried.

A draft version of a proposed position description for a seasonal Public Works employee was reviewed. The committee thought it prudent to include the wage

of \$8.00 per hour in the position description and start the hiring process a couple of weeks earlier due to being shorthanded in the Public Works department.

**Motion:** Van Den Eng/Klahn to send amended position description to the Public Works Committee for review. Motion carried.

Overtime was discussed. The Public Works department seems to be handling their workload in an efficient manner. Police department hours will be discussed in greater detail at the next meeting.

The orientation manual for new trustees was discussed. President Walsten has a draft which was given to the newest Trustee Dorothy Frandy to review. Based on feedback, the committee will revise and hopefully finalize at the next meeting.

Revisions to Chapter 7 of the Village Employment manual were discussed. Completion of this chapter will likely be delayed due to an ongoing debate as to whether the Village should hire an outside firm to update safety policies and procedures.

**Motion:** (9:08) Van Den Eng/Klahn to convene to closed session pursuant to Wis Stats 19.85 (1)(c) to discuss status of unemployment for Bob Anderson, former Director of Public Works Department. Motion carried.

**Motion:** (9:20pm) Klahn/Van Den Eng to reconvene to open session. Motion carried.

**Motion:** Klahn/Walsten to adjourn at 9:22pm. Motion carried.