

FREDONIA VILLAGE BOARD MEETING
March 17, 2011

The regular village board meeting was called to order at 7:00 p.m. by President Short. Present: Joe Short, Jill Bertram, Don Dohrwardt, Scott Ehaney, Mark Edbauer, Sr., and Chuck Lapicola. Also present: Mike Davel, Mark Jaeger, Allen Neumann, and Jo Ann Wagner.

Pledge of Allegiance

All stood and recited the Pledge of Allegiance.

Approve Minutes

Minutes of the March 3, 2011 village board meeting were approved as presented on a **MOTION** by Lapicola, seconded by Dohrwardt, and carried.

Approve Payment of Bills

The General Fund, Water, and Sewer bill were approved for payment on a **MOTION** by Lapicola, seconded by Edbauer, and carried.

February Treasurer and Utility Reports

The February Treasurer and Utility reports were approved as presented on a **MOTION** by Dohrwardt, seconded by Lapicola, and carried.

Operators License

An operator's license for Andrew Habich was approved on a **MOTION** by Lapicola, seconded by Ehaney, and carried.

Open Session for Citizen Questions and Comments

None

Report from Fire Chief on Operations of Village

The report from the Fire Chief was reviewed.

Report from Village Marshal on Operations of Village

The report from the Village Marshal was reviewed. Belfor will replace the door at 416 Fredonia Avenue tomorrow. The dumpster should be removed next week.

Report from Wastewater Treatment Plant Manager

The report from the Wastewater Treatment Plant manager was reviewed. Buntrock stated that the Bio-Amp Biological Delivery System was installed at the WWTP on Tuesday. He has taken pictures of the tanks at the WWTP before the Bio-Amp system was installed. Flow into the plant has increased. The annual environmental fee was reviewed. The fee is partially based on plant performance. Buntrock reported on the tour of the Northern Moraine Utilities to view the Salsnes equipment. It was a very informative visit. The Salsnes equipment does not create an end product. There are no

bio-solids to dispose. The Salsnes system is used instead of a primary clarifier. Discussion followed on the Salsnes system.

Report from Director of Public Works on Operations of Village

The report from the Director of Public Works was reviewed. Neumann reported that the street sweeper has been out and that Sheppard has completed a three day Intro to Lab class at the Fond du Lac WWTP. He noted that Auer and Sheppard will be writing DNR exams on May 4, 2011. Nelsen wants to write four of the “advanced” tests requiring a separate fee for each from the village and paid time away from work. Nelsen has already obtained the certification currently required for the Fredonia WWTP. Discussion followed on the need for additional training, benefits of additional training, costs of additional training, and policy for addressing. Dohrwardt noted that when training was discussed with Nelsen it was pertaining to the required certification needed for the Water and Wastewater operations of the Village of Fredonia. These have been completed in the required amount of time and the employee has been compensated. No framework was discussed for continuation of education beyond the required certification or compensation for additional training. After further discussion the consensus of the village board was to encourage employees to continue their education but to have the employee take any additional testing and training at their own expense and on their own time until a policy is established. Based on the policy created the employee may or may not be compensated for their costs. A **MOTION** was made by Dohrwardt, seconded by Edbauer, to have the Personnel Committee create a policy regarding certifications not required by the village. Motion carried. Ehaney questioned if the wording in the handbook needs to be changed. It was noted that compensation for certification is not addressed in the handbook at this time.

Report from Clerk-Treasurer on Operations of Village

The report from the Clerk-Treasurer was reviewed. An extensive request for public records has been received. A letter will be sent to the Thistle’s regarding their Open Records request asking for prepayment.

Amendments to Deferred Compensation Plan

The amendment to the Deferred Compensation Plan based on changes to the IRS Code was approved on a **MOTION** by Lapicola, seconded by Ehaney, and carried.

Ordinance No. 2011-02 Amending 2011 Budget

Ordinance No. 2011-02 amending the 2011 budget for additional building costs for improvements at 416 Fredonia Avenue and for the purchase and installation of disc golf was adopted on a **MOTION** by Lapicola, seconded by Dohrwardt, and carried.

Appoint Becky Baughman to Celebrate Fredonia Committee

Becky Baughman was appointed to the Celebrate Fredonia Committee on a **MOTION** by Dohrwardt, seconded by Edbauer, and carried.

Fredonia Fire Department Modernization Committee – March 20, 2011

Lapicola reported that the Committee looked at the Newburg Fire Department. Newburg recently added on to the Fire Department building. The Newburg Fire Department is a separate entity – not part of the village. They had 75% of the funds needed to build their 1.3 million dollar addition.

Personnel Committee Meeting – March 15, 2011

The minutes from the February 24, 2011 Personnel Committee meeting were reviewed. Bertram reported that the committee met again on March 25, 2011. The committee discussed and recommended the following changes to the Employee Handbook:

SICK LEAVE: Employees will accrue ~~ten (10)~~ eight (8) days of sick leave per year to a maximum accumulation of thirty (30) days. At the beginning of every fiscal year, each employee shall be credited with the number of sick days to be earned for that year (~~10~~ 8 days for full-time employees). In the event the employee retires, resigns or is terminated, and the employee has used more sick days than he/she has earned, the amount of sick pay used, but not earned, shall be deducted from the employee's last paycheck. Regular part time employees will be eligible for three prorated sick days per year. Regular part time employee sick days do not accumulate.

WORK SCHEDULES: The work week shall consist of five (5) days per week, and eight (8) hour work days exclusive of authorized meal periods. You will be informed of the specific starting and ending time of your job at the time of hire. An employee's hours of work may be changed when necessary based on staffing or operational needs of the Village. Any changes to the weekly schedule will be brought to the board. In case of an emergency a call shall be made to the Village President or Chair of Personnel.

MEAL AND REST PERIODS: Employees working more than six (6) hours ~~may~~ shall take a thirty (30) minute unpaid lunch/meal period. This meal period should be taken at the midpoint of the employee's shift. Hourly employees are also eligible for one (1) twenty minute break or two (2) ten minute breaks for each eight (8) hour day that they work. The break must be taken at the job site. The immediate supervisor will determine when the break(s) shall be taken each day. In the event of an emergency the lunch/meal period may be waived.

POLICY FOR SICK DAY PAY OUT FOR SALARIED EMPLOYEES: Salaried employees who have sick days banked and retire early can use their sick days to purchase health insurance. This benefit is for employees who retire before 65 years of age with a minimum of a three (3) month notice. Employees who retire after 65 will lose the sick day bank. There is no cash out of sick days.

Neumann questioned if changes to the weekly work schedule need to be reported to the board at the next meeting or if changes need to be approved before they happen. He noted that the current flexible scheduling is geared towards work projects. Start times are scheduled, quit times are based on projects being finished that day rather than setting up the equipment again the following day. If four ten hour days are worked with a combined 20 minute break to eat lunch, the 40 hour schedule is interrupted four times. If

five eight hour days are worked with a mandatory 30 minute lunch and two ten minute breaks, the work schedule is interrupted 15 times. Short noted that the concern was not having coverage on all days. Neumann noted that there is always coverage. Ehaney commented that we need to allow our managers flexibility. Neumann stated that when an employee works additional hours one day and then takes off early the next day it is beneficial to the village as no overtime is paid unless an employee works more than 40 hours in one week. Dohrwardt commented that the board wants to know if any major change is made to the weekly schedule. He noted that hourly employees are required to take a 30 minute unpaid lunch break. This will automatically be deducted from the paycheck. Discussion followed on the scheduling of work hours. Buntrock questioned if it is an issue if a salaried employee does not take lunch. Dohrwardt noted that it makes no difference as salaried employees are paid the same if they take a lunch or not. Buntrock questioned how the Policy for Sick Day Pay Out for Salaried Employees is calculated. Dohrwardt stated that the salary is divided by 2080 to arrive at an hourly amount. The value of the unused sick days is then calculated. This amount may be used to purchase health insurance. Short stated that the intent is not to give cash. A policy will be created regarding this. A **MOTION** was made by Dohrwardt, seconded by Lopicola, to approve the changes to the employee handbook regarding sick leave, work schedules, meal and rest periods, and the addition of the policy for Sick Day Pay Out for Salaried Employees allowing salaried employees who retire early with three months notice to purchase health insurance. Motion carried.

Short stated that the Legislative Fiscal Bureau estimates the Village of Fredonia revenue loss will be \$32,239 in 2012 from shared revenue and highway aids. The 2011 village budget estimated a \$9,000 recycling grant revenue. It is unclear at this time if 2011 recycling grants will be issued. This may result in a \$9,000 decrease in revenue for 2011. Short questioned if the village wants to change the current defined contribution money purchase pension plan to a 401k plan. The village could then require contributions from employees for a matching contribution to be made. The current contribution is made on base wages only and has a 1,000 hour minimum to participate. The state plan contributes on all wages including overtime and has a 600 hour minimum to participate. Options were presented on including additional compensation in the plan, on requiring less hours to participate in the plan, and on various contribution levels. The village would over a three year period decrease the amount of guaranteed contribution and go towards an equal match to the employee contribution. Starting in 2015 if the employee did not make a contribution, the village would not make a contribution to the pension plan. Short commented that the village wants to remain competitive in the workforce. More information will be obtained on possible changes to the pension plan.

Board of Review – May 12, 2011

The Board of Review is scheduled for May 12, 2011 from 6:00 p.m. to 8:00 p.m. Open Book is scheduled for April 20, 2011 from 9:00 a.m. to 11:00 a.m.

Correspondence

The article “Ozaukee County Lasata Senior Living Campus” from *Wisconsin Counties* was reviewed.

The meeting adjourned at 9:08 p.m. on a **MOTION** by Lpicola, seconded by Edbauer, and carried.