

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
AUGUST 31, 2016

Following the Pledge of Allegiance and moment of silence, President Sharon Wussow called the meeting to order at 6:14 p.m.

Wussow read a statement regarding the posting of the meeting.

Present: Sharon Wussow, Shawn Thorne, Robert Luepke, Joan Kamps, Mary Barney, Dick Sibert and Luka Zischka.

Absent: None.

AGENDA: Motion by Zischka, second by Luepke, to approve the agenda and deviate as necessary. Motion carried unanimously.

MINUTES: Motion by Sibert, second by Kamps, to approve the minutes of the August 10, 2016, meeting. Motion carried. Thorne abstained.

ACKNOWLEDGEMENT OF CITIZENS: Steve Berndt, Director of Municipal Operations; Willa Rusch, Clerk-Treasurer.

COMMUNICATION: Agenda for Village Workshop sponsored by UW Extension Local Government Center. Wussow, Barney and Deputy Clerk-Treasurer Katrina Schroeder will attend the session in Green Bay on September 13. Sibert will attend the session in Stevens Point on September 14.

NEW BUSINESS:

H1: Job description for Director of Municipal Operations. Thorne announced this was discussed at the Municipal Operations meeting. Barney asked if it was open to discussion. Thorne responded it was recommended by the committee but is now open for discussion. Zischka liked the addition of economic development responsibilities. Thorne confirmed that building inspector duties fall under the Public Safety Committee. Barney asked about Job Function #11 where "May respond to public works emergencies, including those which occur outside of normal business hours" is replaced with "Work weekends, on-call responsibility and minimal after-hours work as required." Thorne explained "may" leaves it open to interpretation. Barney suggested using "must." As stated it appears working weekends will be required. Thorne stated this is "as required" but the expectation is that they will be working weekends, adding that, as the committee went through job descriptions from other communities, the expectation to work weekends was not out of the ordinary. Zischka asked if they are on call 365 days a year. Thorne "yes" and that it is also included in union contract. After discussion it was decided to accept the new language as presented. Wussow stated the original date should be left in and "Revised August 2016" be added. Wussow stated Job Function #15 should be amended to state "Provide search 'inquiries and' results to the Municipal Operations Committee" so that even if they may not have a result, it would ensure they were still working on the inquiry. Qualification #2, Wussow felt the position may require a CDL-A license; if they have a trailer behind dump truck they need a CDL-A. Sibert questioned if a CDL was required if the employee does not drive these vehicles more than a minimum number of hours. Thorne felt it was important to have a CDL, especially if we lose an employee

in the winter months, and that it is common in other municipalities. In Qualification #5 eliminate the word "a." In Qualification #13 replace "subordinate" employees with "village" employees. Rusch asked that the changes as itemized above be reiterated to ensure nothing was missed: Add revision date, language changes in Job Function #15 and Qualifications #5 and #13. Motion by Thorne, second by Zischka, to approve Director of Municipal Operations job description with changes made this evening. Motion carried unanimously.

H2. Wage for Director of Municipal Operations. Wussow had requested a five-year history of the building inspector wage and benefits costs. These costs would no longer be included since that responsibility was eliminated from the position. Rusch presented the requested costs along with costs from 1998-1999 when building inspector duties were outsourced; no history could be found in either payroll or accounts payable on the individual who had provided the service in the 1990s. Thorne stated it was discussed at Municipal Operations Committee meeting. Not every DMO in every community is exactly the same, therefore Berndt had been directed to be involved in gathering information from other communities since he has an understanding of the position and has a better grasp on how to differentiate the positions and pay. Thorne had prepared a summary of information gathered by Deputy Clerk Schroeder; copies were distributed to Board members and one is on file with Board packet. Thorne explained details on the summary. Villages of Woodville and Black Earth are seeking a person in this position. City of Manawa has an ad out for this position but they have not yet decided on the pay rate. Pulaski used to have a Crew Leader paid \$25.77/hour, but that individual retired in January and they now have a Team Leader paid \$21.75. Zischka asked which community we are closest with in terms of population and responsibilities. Thorne read requirements of Manawa's position, adding they also have a wastewater treatment plant. Individual worked there 25-30 years and is retired, so the city is currently running without a DMO. Black Earth has a population is 1,368 and position is similar to what we are expecting. Woodville's population is 1,344 and their ad is almost identical to Black Earth's. Zischka suggested a salary range when posting this position. Need to determine the base and ceiling. Rusch was asked to compile a five-year wage history for Berndt and also Jim Welcing, whose wage would include overtime. Thorne stated current salary is \$62,400. A new employee will probably have less experience overall and may have no experience here in the village, so the salary will most likely be less than what it is right now. We are removing the building inspector duties and looking for more expectations than in the past in terms of economic development. Our lead person makes roughly \$45,000/year. Thorne felt salary for this position should be more than that, perhaps between \$50,000-\$60,000. Discussion continued on wage range. Thorne mentioned residency requirement, adding that Manawa's ad includes "A residency may apply at the discretion of the Common Council." Zischka felt we need to be realistic but there are benefits when someone is available, they are more interested. Thorne felt it should be included in the ad. Discussion continued on when and what type of ad to run, a timeline for reviewing ads, interviewing and final Board approval.

After reviewing the salary data provided by Rusch, Zischka recommended a baseline of \$50,000. All agreed. Also, a \$10,000 range was suggested. Thorne instructed Rusch to compose an ad similar to those from Woodville and Manawa and have it ready for his approval by tomorrow or

Friday; include wage range of \$50,000-60,000 in the ad. Motion by Zischka for a wage range of \$50,000-\$60,000 for the Director of Municipal Operations position that we will be posting. Ad to be placed in *Appleton Post Crescent*, *Green Bay Press-Gazette*, *Shawano Leader*, Wisconsin Job Center, the League and the Village website. Duration of ad to be three weeks online and one weekend in newspapers. Second by Kamps. Thorne added that applications should be received by September 26. Motion carried unanimously.

UNFINISHED BUSINESS:

I1: Building at 101 E. Green Bay Street. Chaney reported the only work that has been done was the two support posts on the front. An agreement has been drawn up by Village Attorney Tim Schmid which reiterates the points listed in Block's signed, handwritten commitment to repair the building. A deadline for points 1(e) and 2 are left blank for the Board to determine. Since the deadline for completion given by Block was October 1, 2016, that date is to be inserted in the Agreement. Rusch asked if earlier dates in 1(a) and 1(b) of the Agreement should be changed; Wussow instructed these dates remain because that is what Block had written. All other language in the Agreement was approved as is. Agreement should be dated today (August 31, 2016) and Wussow and Rusch will sign and mail to Keith and Jennifer Block via certified mail. Motion by Zischka, second by Sibert, to send Keith and Jennifer Block Agreement with dates as discussed. Motion carried unanimously.

I2. Building at 505 W. Green Bay Street. Chaney stated cleanup crews are working on the property every weekend. Luepke asked if there was a time limit on the work; Chaney stated work needs to be completed by December 31.

I3. Resident's request to purchase lot at 118 E. Cedar Street, Parcel 107-70050-0160. Berndt stated we are waiting for the appraisal from Tri-County Appraisal. No action. Thorne confirmed there is sewer running past this property on Cedar Street but not to it. There is no water.

ANNOUNCEMENTS:

Administrative Committee	September 7, 2016	4:00 PM
Zoning Board of Appeals	September 7, 2016	5:30 PM
Public Safety Committee	September 12, 2016	4:00 PM
Municipal Operations Committee	September 28, 2016	4:00 PM

Motion by Thorne, second by Luepke, to adjourn. Motion carried unanimously. Meeting adjourned at 7:36 pm.

Respectfully submitted,

Willa Rusch, Clerk