

**EAST TROY
VILLAGE BOARD MINUTES
October 5, 2015
Page 1 of 2**

Call Meeting to Order; Pledge of Allegiance

Clerk Treasurer Suhm verified the meeting was posted according to law.

Roll Call:

President Timms called the meeting to order at 6:30 p.m.

Present: President Timms, Trustees Fred Douglass, Linda Kaplan, Forty Renucci (seated at 6:33 p.m.), Scott Seager, Dusty Stanford and Ann Zess

Excused:

Others: Chief Boyes, DPW Miller, Clerk-Treasurer Suhm, Attorney Gray

Citizen Participation

No citizen participation.

Consent Agenda

(One motion and second will approve all of the following items. Any item may be pulled from the list and voted on separately.)

- 1. Approval Minutes – 9/28/2015**

- 2. Consider approval of renewal 2 year Natural Lawn Permit to Joe & Lura Asby, 1849 East Drive**

Motion by Trustee Stanford, second by Trustee Douglass to approve the consent agenda. Motion carried.

Miscellaneous Business

- 1. Quarterly update from ETCDA (East Troy Community Development Alliance)**

Derek D'Auria, Executive Director of WCEDA, and Paul Nylffler, President of ETCDA, presented the Board with a report and updated the Board on third quarter activities. Updates included company visits, a completed a draft of the site information sheet, a marketing flyer, an airport meeting, subcommittees, Connect Communities involvement, website enhancements, manufacturing tours and a focus on business retention.

The Board was also updated on upcoming plans including developing a promotional video and marketing the flyer presented to the Board.

- 2. Presentation and consideration of compensation study results**

Katie McCloskey of Carlson Dettmann presented the proposed salary schedule and accompanying report. She explained she was able to benchmark 14 of the 17 positions analyzed. She collected market data from the public sector using 20 comparisons and used private sector sources such as Towers Watson.

She explained the proposed schedule includes step increases up to a control point and merit increases beyond the control point. She also explained any increase, including within the step range, is based upon an employee meeting expectations and stated it is typical that the expectations would be slightly higher for merit increases.

Ms. McCloskey reviewed her minimum recommendations in the report which included moving all employees that are below the minimum to at least the minimum of their pay range, moving any employee that is between steps and to the next step and setting a time period that an employee is expected to reach the control point within a position if they are meeting expectations.

**EAST TROY
VILLAGE BOARD MINUTES
October 5, 2015
Page 2 of 2**

She stated there are three positions that could be considered exempt. Each of the positions seems to meet the applicable tests, but she stated this should be reviewed by an attorney. She recommended considering the employee's overtime history when placing them on the schedule if they are changed to an exempt status.

Once the schedule is adopted by the Board she recommended a periodic review to adjust the pay structure and in five years the Village should consider doing a market update of the schedule.

The Board will review the schedule, discuss it with department heads and make decisions accordingly so adjustments are ready to be made as of January 1. When asked about benefits being a part of the compensation study, Ms. McCloskey stated they were not included. She did briefly review the benefits but stated that is difficult to compare and really comes down to what benefits the Village wants to offer employees. She recommended the Kaiser Foundation site or BLS site where you can evaluate benefits as a percentage of payroll.

3. Consideration of hiring a part-time police officer, Michael Zens

Chief Boyes stated the Police Department has been searching for part-time officers for a while, as the department is currently down three. He explained hiring a part-time officer incurs costs associated with testing and uniforms, but salary is only paid when they are needed and the salary level is at 80% that of a full-time officer per contract.

Motion by Trustee Stanford, second by Trustee Douglass to approve hiring Michael Zens as a part-time officer. Motion carried.

4. Consideration of 2016 Budget and Emergency Services Budget Request

Clerk-Treasurer Suhm explained to the Board although emergency services had been contacted for projections and the Village was told to budget the same as last year, the Village received a notice dated September 30 with just over a \$14,000 increase. The timing of the budget submittal was discussed. Clerk-Treasurer Suhm explained the agreement stipulates they have until October 1 to submit the budget, but it makes it difficult for the Village due to the requirement of a bond issue to have a budget in place 60 days prior to the end of the year. Trustee Douglass explained the last meeting of September was moved to September 29 and contributed to the late adoption by emergency services. He proposed requiring budgets to be submitted to the Village by a certain date or the Village would not budget for any increase. It was discussed that the Village would bring the timing issue emergency services attention. Clerk-Treasurer Suhm recommended the Board authorize covering the shortfall with contingency funds.

Motion by President Timms, second by Trustee Stanford to adjust to budget allowing for the shortfall for emergency services budgets to be covered from contingency fund. Motion carried.

Adjourn

Motion by Trustee Stanford, second by Trustee Renucci to adjourn at 7:28 p.m. Motion carried.

Respectfully Submitted,

Eileen Suhm
Clerk-Treasurer