

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, December 12, 2023 at 6:30 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke.

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Parks and Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of November 14, 2023

The motion to approve the minutes for the Personnel Committee meeting of November 14, 2023, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Resolution 23-31 - Amending Election Inspector Wages

Clerk Gonstead provided the body of an overview of her proposal. She gave a synopsis of the current state of the chief inspectors and election inspectors, with an emphasis on the number of new individuals who have shown interest. Clerk Gonstead answered questions from the body about the specifics of the wage proposal.

The motion to recommend to the Village Board to approve Resolution 23-31 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

4. Resolution 23-32 - Resolution Increasing Elected Official Compensation

Administrator Keller provided an overview of the proposed Resolution 23-32, the change in payment structure and the proposed compensation change effective July 1, 2025. Administrator Keller answered clarifying questions from the body. Discussion commenced among the body on the pros and cons of the proposed changes.

The motion to recommend to the Village Board to approve Resolution 23-32 was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 2 ayes, 1 nays. Motion carried.

5. Resolution 23-33 - Resolution Increasing Appointed Official Compensation

Administrator Keller provided an overview of the proposed Resolution 23-33, increasing the appointed official compensation, including the research that backed the proposed increase.

The motion to recommend to the Village Board to approve Resolution 23-33 was made by Tr. Kruepke and seconded by Pres. Heckendorf.

Vote: 3 ayes, 0 nays. Motion carried.

6. Proposed Updates to Employee Job Descriptions - Administrative Offices and Parks and Recreation Offices

Administrator Keller provided an overview of the proposed updates to employee job descriptions for the Administrative Offices and Parks and Recreation Offices.

The motion to recommend to the Village Board to approve the proposed updates to employee job descriptions for the Administrative Offices and Parks and Recreation Offices was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

7. Citizens/Village Staff to Address the Personnel Committee

None.

8. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:53 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk