

Finance and Personnel Committee Meeting Minutes
June 26, 2012

Present: April Little, Tyler Kattre, Bonnie Wilcox, and Gary Ziegler

Visitors: Vicki Beiersdorf-Belleville Police Dept., Rachel Furman-Belleville Police Dept., Linda Miller, Dick Miller, Barb & Roger Hillebrand, Bill Eichelkraut, Peggy Eichelkraut, Barb Eichelkraut, Connie Urfer, Tracy Lien, Pam Christen, Chris Swaziek, Molly Hultine-Belleville Police Dept., Luann Alme-WPPA, Chanse Kaczmariski, Teresa Pelton, Teresa Burchard, and Beth Campbell

1. Bonnie called the meeting to order at 5:40 pm.
2. The motion for approval for the minutes from the March 8 meeting was made by Gary and seconded by Tyler. All approved.

3. **Old Business**

Update of Fee Resolution was tabled until more information from the various departments can be gathered and collated.

4. **New Business**

Police Department/Chief Hiring Recommendation. We received a letter from the county sheriff's department that they were willing to continue discussing a contract with us. They would consider waiving the fees for the first year. It was agreed that we could not afford the county sheriff at this time and there was no need to pursue further information from them. Gary moved that we recommend to the village board on July 2 to discontinue discussion with the county sheriff's department and to hire a new chief. Tyler seconded the motion. Visitors disagreed and wanted the motion to include that the police department would not be disbanded. Gary amended his motion to say that the committee would recommend to not disband the police department, to hire a police chief, and to discontinue discussions with the county sheriff's department. Tyler seconded the amended motion. The motion carried. It was noted that there may be discussions in the future with the county sheriff's department.

Police Union Contract Review. Once we have a preliminary budget in hand, we will meet with the police union and their representative to negotiate a new contract as the current one expires at the end of the year.

Police Job Descriptions/Process Review. The police committee sent us a draft of the job description for the position of the police chief. We reviewed the draft and made suggestions for changes. We will present the job description draft to the full board on July 2 for further discussion and possible changes.

2013 Proposed Budget Process Schedule. We reviewed the proposed budget schedule that we will follow to make sure that the budget will be ready by the end of the year. It will be presented to the village board on July 2.

Policies about Flex Benefit and COBRA. The IRS has made changes in the rules governing flex benefits and COBRA. Flex benefits have been lowered from the current \$5000 to \$2500 beginning in 2013. COBRA rules are based on the number of employees. If you have 20+ employees, you must offer COBRA dental plans. We are on the edge of that number. If we take into account

actual hours worked, we do have 20+ employees. We will be making the necessary changes in our policies as there are large penalties for those who don't follow the guidelines.

Interpretation of Policy 5.3 Overtime. We will expand our policy to include the phrase that an employee will not earn overtime if the week includes sick leave, holiday, or vacation days. If you work overtime under those conditions, you will be paid for the hours worked, but not at the overtime rate of 1.5.

Check Distribution. The village pays employees on Wednesday. In the past, people have picked up their checks on the Tuesday before the established pay day. That will no longer be allowed. All pay checks will be distributed on Wednesday. You may pick up the check when the village hall opens or later in the day, but not on the preceding evening.

5. Closed Session

The committee went into closed session to discuss part-time police officer contributions to the WRS and the status of an employee.

6. Next Meeting

We will meet Tuesday, July 24, at 5:30.

The meeting was adjourned at 6:40 pm.

Respectfully submitted,
Bonnie Wilcox