



PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, November 15, 2016 at 4:30 PM

Sister Bay Fire Station, Small Room

For additional information check: www.sisterbaywi.gov

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

Approval of Agenda

Comments and Correspondence

New Business Items

1. Discussion on a proposal to disperse sick leave credit to qualified employees with an HSA contribution (consider possible tax and WRS savings); Consider an appropriate motion for action.
2. Discussion on a proposal to create a Maintenance Technician II position in the Parks Department to facilitate work and to contribute to succession planning; Consider an appropriate motion for action.
3. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes, Section 19.85(1)(c) to discuss personnel and employee benefits and 19.85(1)(f) Personnel Matters. Consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons that, if discussed in public, would likely to have substantial adverse effect on reputation of any person mentioned in such histories or data, or involved in such problems or investigations.
4. Consider a motion to reconvene into Open Session.
5. Consider a motion to take action, if required.
6. Matters to be placed on a future agenda or referred to a Committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or zeke.jackson@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, P.O.B. 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____ / _____		
Name	Date	

1 histories or data, or involved in such problems or investigations:

2 *At 4:37 P.M. a motion was made by Duffy, seconded by Enquist that the Personnel Committee*
 3 *convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and*
 4 *employee benefits, and §19.85(1)(f) to consider financial, medical, social or personal histories or*
 5 *disciplinary data of specific persons, and preliminarily consider specific personnel problems or*
 6 *investigate charges against specific persons which, if discussed in public, would be likely to have a*
 7 *substantial adverse effect on the reputation of any person mentioned in such histories or data, or*
 8 *involved in such problems or investigations.*

9
 10 *A roll call vote was taken on the motion, and the Committee members voted in the following*
 11 *fashion:*

12
 13 *Bhirdo – Aye; Duffy – Aye; Enquist – Aye*

14
 15 *Motion carried.*

16 Item No. 4. Consider a motion to reconvene into open session:

17 *At 5:50 P.M. a motion was made by Duffy, seconded by Bhirdo that the Personnel Committee*
 18 *reconvene into open session.*

19
 20
 21 *Another roll call vote was taken and the Committee members again voted in the following*
 22 *fashion:*

23
 24 *Bhirdo – Aye; Duffy – Aye; Enquist – Aye*

25
 26 *Motion carried.*

27 Item No 5. Consider a motion to take action, if required:

28 *A motion was made by Bhirdo, seconded by Enquist that the Personnel Committee Chair shall*
 29 *contact the Village President and inform him of the conversation which took place during the*
 30 *previously mentioned closed session. With the Village President's approval the Chair of the*
 31 *Personnel Committee shall take the actions which were agreed upon in closed session. Motion*
 32 *carried – All ayes.*

33 Item No. 5. Matters to be placed on a future agenda or referred to a Committee or Commission:

34
 35 *The next meeting of the Personnel Committee has been scheduled for Thursday, November 10,*
 36 *2016 at 4:30 P.M. At that meeting the following issues will be addressed.*

- 37 • *Discussion on a proposal to disperse sick leave credit to qualified employees with an*
 38 *HSA contribution, (which would result in possible tax and WRS savings); Consider an*
 39 *appropriate motion for action.*
- 40 • *Discussion on a proposal to create a Maintenance Technician II position in the Parks*
 41 *Department to facilitate work and to contribute to succession planning; Consider an*
 42 *appropriate motion for action.*

43 Adjournment:

44
 45
 46 *A motion was made by Bhirdo, seconded by Enquist to adjourn the meeting of the Personnel*
 47 *Committee at 5:55 P.M. Motion carried – All ayes.*

1 Respectfully submitted,



2
3 Janal Suppanz,

4 Assistant Administrator



Village of Sister Bay PERSONNEL COMMITTEE

Meeting Date 10/20/2016

Recommendation:

It is recommended that the Personnel Committee approve the advance payout of sick leave liability to employees with start dates prior to October 23, 1995. It is recommended the Village pay a portion of the employee's sick leave into the employee's HSA until either all sick leave liability has been paid or until the employee reaches their maximum HSA contribution limit.

Background:

Employees hired prior to October 23, 1995, were hired under a policy which allowed them to accumulate up to 200 days of sick leave. Under that policy, upon retirement, the employee would be paid a maximum of 50% of their accumulated sick leave up to 800 hours (making the maximum payout 400 hours). There are four remaining employees who are eligible for this standard: Hirschmiller, Mann, Schell, and Sully.

The Village has the option of waiting until the employee's retirement and issuing a lump-sum payout. However, because HSA contributions from employees and employers are pre-tax, the Village has the opportunity to save the tax expense if making the payments to an HSA rather than directly to the employee.

HSA funds are able to be used by individuals for a wide range of medical needs. They are also eligible to be used, by those over 65, for the account holder's health coverage other than Medicare supplement (e.g., premiums for retiree coverage, Medicare Part B or D or Medicare Advantage, etc.).

Each year, HSA contributions are limited to a maximum of \$3,350 for a single or \$6,750 for a family in 2016. In 2017, those contribution limits will be \$3,400 for a single or \$6,750 for a family. In addition, those 55 years old to 64 years old are eligible for a catch-up contribution of an additional \$1,000. While the Village cannot pay out all of the sick leave to each employee's HSA immediately, paying it in small increments to their HSA would save both the employee and the Village in tax on those payments.

Fiscal Impact:

Total Sick Leave Liability: \$21,525.12
Social Security & Medicare Tax: \$1,646.67

Savings of up to \$1,646.67 in tax if payments are made to HSA rather than direct to the employee.



Village of Sister Bay

Job Title: Parks Maintenance Technician II

Department: Parks

Summary Description:

Under minimal supervision, performs assistant supervisory duties and work of varied difficulty, including equipment operation associated with the construction and maintenance of parklands, recreation facilities, playgrounds, athletic fields, vehicles and equipment, buildings and grounds, and other related parks and recreational activities.

Major Duties/Essential Functions:

Meets with the Parks Superintendent on a weekly basis to determine weekly tasks which must be accomplished by Parks Department personnel, prepares a job duty assignment sheet, assigns tasks to each of the Parks Department employees, and does follow-up to ensure that those tasks have been completed.

A list of tasks which are routinely performed by a Parks Maintenance Technician II, including supervision thereof, follows:

Maintains park facilities and equipment such as ball diamonds, football and soccer fields, volleyball, tennis and basketball courts; ice skating rinks, play structures and swings, and also coordinates Spring set-up and Fall shut-down of irrigation systems and the skate park.

Prepares park facilities for sporting events, special events and festivals, recreation activities and programs.

With very little or no supervision, coordinates the setting up and shutting down the Village's Marina for the season on an annual basis. (Set up and shut down typically includes assisting with installation and removal of slips, installation and removal of channel markers, and turning on and shutting off of the water in the Marina bathrooms, at the Boathouse and by each of the slips.)

Performs landscaping functions such as planting shrubs and flower beds and performs forestry functions such as planting, pruning, brushing and removal of trees.

Performs grounds-keeping functions at Village owned parklands, buildings, and grounds, including trash collection, grass cutting, aerating, seeding, and some fertilization.

A Parks Maintenance Technician II must be able to accurately identify plant diseases. If a plant disease is identified on Village owned property the Facilities Manager shall be informed of the suspected disease and corrective measures which could be taken as soon as reasonably possible.

Assists with the construction of new parks facilities, including lot clearing, grading, drainage, and minor masonry work, including pouring of memorial bench pads and sidewalk sections.

Parks Maintenance Technician II Job Description

Operates and maintains vehicles and equipment associated with Parks Department functions such as trucks, tractors, rollers, snow plows, large mowers and related vehicles and equipment as required, and, if necessary, arranges for off-site repairs to be made.

Performs annual roadway inspections and prepares applicable reports as directed by the Village Administrator and/or his or her designee.

Performs general maintenance and repairs on parks buildings, roadways, shelters and Village facilities and parklands. Also works on minor welding, electrical, plumbing and carpentry projects and repairs, including creation of some and erection of all the Village's Christmas decorations, cleaning of the beach on a daily basis, and filling of potholes if necessary.

Orders, installs and maintains all Village street and facility identification signs.

Maintains all Village-owned street lights, including changing of bulbs, ballasts and fuses, and performs periodic street light inspections.

Removes snow from around all Village buildings and facilities, as well as from assigned sidewalks and pathways as needed.

Determines approved detour routes for festivals and special events and coordinates the timing of those detours and placement of signage with Sheriff's Department personnel and festival organizers.

Assists with set-up and tear-down for festivals and special events which are conducted in the Village, including but not limited to the Village's Car Show, Marina Fest, Fall Fest and "Capture The Spirit".

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Minor Duties/Responsibilities

Keeps all equipment and hand tools clean and operating smoothly and efficiently; services assigned equipment with fuel and oil; safety checks and adjusts mirrors and windshield wipers and lights; performs routine mechanical repairs; and greases and lubricates trucks and other mechanical equipment. Also notifies the Facilities Manager of any mechanical problems with assigned vehicles and equipment.

Maintains and orders the cleaning and restroom supply inventory for the entire Village and sees that all Village owned facilities are fully stocked with those supplies at all times, while keeping budgetary constraints in mind.

Purchases other supplies as needed while keeping budgetary constraints in mind.

Cleans the interior of Village owned buildings as needed and assists with the maintenance and upkeep of all tools and equipment used at those buildings.

Attends training courses, meetings and conferences as directed by the Facilities Manager. If possible, he or she must attend at least one supervisory/leadership training course per year. May be required to confer with citizens on problems and concerns.

If the Facilities Manager is not available the Parks Maintenance Technician II will be required to attend Parks Committee Meetings. On occasion he or she may also be required to accompany the Facilities Manager to Parks Committee Meetings.

Parks Maintenance Technician II Job Description

Responsible for notifying the Facilities Manager and/or the Village Administrator when violations of Village Codes and Ordinances are observed on the job.

Confers with the Facilities Manager on a regular basis, discussing work processes, incidents, problems and plans, and follows any advice, counseling or instruction given.

Helps train new Parks Department employees.

Responsible for maintaining work safety standards at all times and coordinates the Parks Department Safety Program.

Performs such tasks as assigned by the Village Administrator or his/her Assistant in the absence of the Village's Facilities Manager.

Performs related duties as assigned.

Supervision/Accountability

The position is directly accountable to the Village's Facilities Manager and indirectly accountable to the Village Administrator and his or her Assistant.

Knowledge

A Parks Maintenance Technician II must have knowledge of the methods, materials, equipment and tools used in the repair and maintenance of parks buildings, grounds and facilities as well as knowledge and understanding of all types of mechanical and electrical equipment operation and use, and must be able to identify and resolve any operational issues which arise. He or she shall also have knowledge of gasoline and diesel engines and equipment; an understanding of Village geography, including streets, parks and other landmarks; knowledge of occupational and safety hazards and precautions necessary in the work place; knowledge of general maintenance principals, including landscaping, carpentry, masonry, electrical and plumbing work; have knowledge of landscaping and forestry techniques and procedures in order to carry out grounds keeping, gardening and forestry functions; and be able to identify plant diseases and determine an applicable course of action.

Skills/Abilities

A Parks Maintenance Technician II must have the ability to supervise and assist other Department personnel. He or she must also have the ability to locate and identify defects in complex mechanical and electrical equipment; be able to maintain that equipment; interpret and work from detailed charts, manuals, plans and diagrams; use and care for tools used in mechanical repair work; maintain detailed and routine maintenance records; and be able to work in high places and under difficult circumstances. He or she must also have good verbal and written communication skills; an ability to create and maintain effective and cooperative interpersonal relationships with co-workers, subordinates, supervisors and citizens; have the ability to follow written and verbal instructions; be able to read maps and understand engine system plans and drawings; be able to accurately perform responsible arithmetic calculations; be able to compile and interpret data; and have the ability to work independently, exercise initiative; deal with difficult working conditions in all types of weather, work in hazardous areas; and adjust work schedules and procedures as rules and work needs change.

Education/Experience

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying. Typical qualifications would be possession of a high school diploma or G.E.D., and four years experience in a municipal parks department or private sector landscaping maintenance business.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed inside and outside, and at times high places must be accessed. Hand-eye coordination is necessary to operate equipment. While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is continuously required to sit, climb, balance, stoop, kneel, crouch, crawl, talk or hear. The employee must frequently lift, pull and move 50 pounds for extended periods and occasionally lift, pull and move 100 pounds. Specific vision abilities required for this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. Work is performed in public facilities and park settings. The employee frequently works near moving mechanical or electrical equipment and is exposed to wet and/or humid conditions, vibration and noise.

Tools and Equipment Used

The ability to use the following tools and equipment is essential to perform the functions of this job: Motorized vehicles and equipment for grounds maintenance, carpentry, electrical work, plumbing, HVAC work, and cement finishing, and mechanics tools, including jacks, hydraulic lifts, "Genie Lifts", air tools, welding machines, and other tools required for minor repairs and routine maintenance of parks equipment. Skill in the use of mobile radios, phones, and copy machines is also required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

License/Certification

Must possess a valid Wisconsin Motor Vehicle Operator's License. Loss of license may be cause for demotion, lay-off or termination.

Special Conditions of Work

Must be able to respond to work emergencies in all types of weather conditions at any hour of the day or night.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the mployer and requirements of the job change.

Approval: _____
Village Administrator

Date: _____