

SPECIAL VILLAGE BOARD MEETING  
HELD JOINTLY WITH THE TOWN OF EAGLE BOARD  
“APPROVED” MINUTES – MARCH 24, 2010

Village President Spurrell and Town Chairman Kwiatkowski each called their respective boards to order at 7:00 p.m. Kwiatkowski led the Pledge of Allegiance. Roll was taken: (Town) Davis, Malek, Rasmussen, Kwiatkowski – present; West – absent. (Village) Thomas, Rice Couch, Scheff, Greenberg, Block – excused, Spurrell – present.

There were no citizen comments.

**Joint Park & Recreation:**

**Funding the department for 2011.** Chairman Kwiatkowski indicated that because of budget overages in the Park & Rec program the past years, both boards should perhaps start thinking about separating the director’s salary from the Park & Rec operating budget. That way, the funding would go toward supporting the program expenses and then the salary would become a part of the annual budget for both the Town and Village. While both boards had thought the program would be self-funding, Kwiatkowski stated that history has shown that it is not working. If the salary is pulled out, the Park & Rec budget would then show true operating costs for the program. The floor was open for discussion and members of both boards expressed their pros and cons. If the personnel expenses are not part of the operating expenses, the program can be self-funding and if there is ever a surplus, it can be used toward offsetting the personnel expenses, thus reducing that portion to be shared between the Town and Village. President Spurrell stated that the biggest thing it changes is that both Boards would be committed to fund more to the Park & Rec Program. Chairman Kwiatkowski commented that now that we have a history, he feels the committee will have a better opportunity to forecast where they will be at the end of the year. Supervisor Malek noted that when the program was started, Mukwonago was used as an example of being self-funding which was a big mistake because it did not include the director’s salary; the programs are self-funding but cannot support the salary portion. Further discussion followed. Chairman Kwiatkowski indicated that he would like the Town Board to plan on budgeting 50% of the director’s total compensation package for 2011; the Village Board was in agreement. (Village) Trustee Greenberg made a motion to split the director’s expense 50/50 during the budget process. Thomas seconded. Under further discussion, the motion was validated. All in favor; motion carries. (Town) Supervisor Malek made a motion to consider the plan to budget 50% of the director’s total package for 2011; Rasmussen seconded. All in favor; motion carries.

**HR Policy for the department.** President Spurrell indicated that he, Kwiatkowski, Block and Malek had met to review and update the policy for the Park & Rec. Copies of the manual that is based on the Village’s HR Policy had been distributed to members of both Boards. The policy was then reviewed and various changes were made including, but not limited to, under “Salary Employment Classifications”, #3 – the word “law” should be changed to “Section C. Overtime of this policy”; “Group Insurance Benefits”, under “Life Insurance” the cap of \$25,000 needs to be deleted and the verbiage changed back to how it is stated in the Village’s policy; in that same section, a disclaimer statement should be added indicating that seasonal part-time employees are not entitled to group insurance benefits; under “Mileage Reimbursement”, the sentence “Reimbursement will only be given after written supporting documentation is

provided.” should be added; under “Vacations”, add “for full-time” hourly and salary employees...to the first sentence; also under “Vacations”, in the paragraph regarding vacation time exceeding ten (10) consecutive days, instead of “must be authorized by the Park & Rec Dept...” it should be Park & Rec “Committee”; under “Personal Days”, it should read (40) hours of “paid” personal leave...; and under “Tuition Reimbursement” the word “Dept” used throughout the section, should be changed to “Committee”.

Getting to the retirement section of the policy, President Spurrell explained to Town members that the Village recently changed their policy regarding the portion paid. Currently, the Village pays both the employer and employee share of State retirement. The new HR policy contains verbiage that the Village is obligated to pay only the “employer” portion. He indicated that this does not mean it will change, however it will be considered at budget time. Spurrell also stated that at their meeting, Chairman Kwiatkowski thought that paying everything would be better, because that is how it was when Heather (the Director) was hired. Kwiatkowski stated that he is not a subscriber to changing retirement policies, and his suggestion was to add a statement that says, “This would apply to all employees hired after the signing of this document.” Discussion followed. President Spurrell stated that he disagrees with Park & Rec paying the entire cost. Supervisor Davis commented that he thought that the wording should be changed from “will” pay to “may” pay costs. He likes the idea of having the option. Supervisor Rasmussen then indicated that he likes it the way it is stated now, that Park & Rec pays all the cost and then add the disclaimer for employees hired after the document is signed. No formal action was taken on this particular area, but will be included in the motion for approval of the entire policy.

Moving on with the review, President Spurrell explained that under “Salaried exempt employees”, the verbiage is from a previous draft of the Park & Rec policy. Discussion followed regarding salaried exempt employees and hours scheduled to be worked. Consensus was that where it states “equivalent”, change it to “minimum”. This change will also be made under “Salary Exempt Employee in the section “Salary Classifications”. In the section, “Solicitation/ Distribution”, the first sentence should read, “Employees may not engage in “non-work related” solicitation of any kind... With the exception of the section “Types of Testing” under Alcohol and Drugs, where the first sentence was changed to read “Before a candidate who receives an offer of “full-time” employment..., the rest of the policy is pretty much boiler plate and no further changes were needed.

Discussion reverted back to the verbiage in the retirement section. For the Town, Davis made a motion to adopt the Town of Eagle and Village of Eagle Joint Park and Recreation HR Policy as amended in discussion, with the correction on Pg. 10 under “Retirement”, in the underline section, the sentence read “The Employer through the Park and Recreation budget, may pay employee’s costs associated with the employee’s participation in this program.” Malek seconded the motion. Under further discussion, it was noted that the signature on the policy by the employee, merely acknowledges that the employee has received a copy of the policy. Secondly, it was clarified that Heather (The Director) has no chance of rebuttal to the policy. Chairman Kwiatkowski state that the Board is acting on behalf of the Park & Rec Director, Heather or whoever that will be in the future. Motion tied: Davis, Malek – in favor; Rasmussen, Kwiatkowski – opposed. For the Village, Motion by Rice to adopt the Town of Eagle and Village of Eagle Joint Park and Recreation HR Policy as amended in discussion, with the correction on Pg. 10 under “Retirement”, in underline section, the sentence read “The Employer through the Park and Recreation budget, may pay employee’s costs associated with the

employee's participation in this program. Scheff seconded. Motion tied: Rice, Scheff, Thomas – in favor; Couch, Lee, Spurrell – opposed.

The Town will discuss the retirement issue either at their next regular meeting or at the next joint meeting. On the part of the Village, President Spurrell made a motion to adopt the policy as amended, except for "Retirement" that we strike out the last sentence that is underlined ("The Employer shall, as a benefit to the full time employee, and through the Park and Recreation budget, will pay all costs associated with the employee's participation in this program"). Scheff seconded. After clarification of the motion, all in favor. Motion carries 6-0. For the record, Spurrell stated that approval of the policy by the Village does not grant the policy; it needs approval from both boards.

**Park & Rec By-Laws.** Chairman Kwiatkowski reviewed the changes that were made by the committee. The new language added the appointment of a Recording Secretary, meeting dates will be determined at the first meeting after appointments have been made by the Town and Village Boards, minutes will be recorded in accordance with WI. State Stats., the section formerly called "Financial Policy" will now be named "Financial 'Responsibility' Policy", under the latter, the "Personal" title will be removed, retention of committee meeting minutes was added and in the section "Facility Use", a paragraph was suggested to be added that deals with the need for a facility that is previously reserved.

During discussion, additional revisions were made which included: Under Section "Financial Responsibility Policy" in the last sentence regarding review of monthly claims, include the words "with a recommendation" to the Town of Eagle; in the paragraph that refers to any salary recommendation, add "through the budget process" after "approved by both the Town and Village Boards; and add back the sentence "The evaluation of the Director shall be done by the Eagle Parks and Recreation Committee members." in the paragraph that talks about the evaluation of any employee.

The paragraph that was added, under Section Facility Use, brought forth further discussion. Trustee Couch questioned the Park and Rec Department's priority to take over use of a facility that is already reserved for a family reunion, birthday part, etc. President Spurrell stated the question did come up during committee discussion, and he noted that the Town's reservation is different from the Village's. In the Village if someone is reserving the park, they are reserving the park. In the Town, when someone reserves the park, they are renting the pavilion, and the pavilion only; they can use the diamonds, fields, etc. if they are available. Discussion continued regarding how the parks are rented out, maintenance of a Master Schedule, possible revisions to the Village's policy, and giving Park & Rec priority use. Neither Board could come to an agreement; approval of the By-Laws was tabled.

**Library – Definition of Library Usage.** President Spurrell indicated that at budget time last year, there was quite the discussion on the definition of usage by Town and Village residents. It was decided not to use population or cardholders, but circulation to determine the percentage each municipality was to pay to fund the library. Since that time, the library has been keeping track of computer usage by having people sign a form indicating whether they are from the Town or Village, or a non-resident. Each month, the Library Director then records the numbers for both circulation and computer usage. The numbers and percentages were shown indicating the comparison between the Town and Village (54.7%-Town/46.3%-Village). Discussion followed regarding the definition of usage and the accuracy of the recordkeeping

because the computers are not password protected. Kwiatkowski stated that the computers need to be password protected; then they could use the numbers from that point on to determine an actual percentage. Until that happens, he will not agree with the numbers presented.

President Spurrell made a motion to adjourn; Greenberg seconded.  
Supervisor Malek made a motion to adjourn; Rasmussen seconded.  
Joint Meeting adjourned at 9:10 p.m.

Shirley K. Mealy  
Village Clerk/Treasurer