

**VILLAGE OF MCFARLAND  
PERSONNEL COMMITTEE  
October 3, 2016**

**1. Call to order.**

President Brad Czebotar called the October 3, 2016 meeting of the Personnel Committee to order at 6:30 p.m. in Conference Room A of the McFarland Municipal Center.

Members present: President Brad Czebotar and Trustee Dan Kolk; citizen members Ken Machtan, Steven Kilpatrick, Peter Morehouse, and Chris Spanos.

Staff present: Village Administrator Matt Schuenke, Clerk/Deputy Treasurer Cassandra Suettinger and Police Chief Sherven

**2. Motion to approve the draft minutes of the August 1, 2016 Personnel Committee meeting.**

Minutes approved for the June 6, 2016 Personnel Committee meeting. Approved unanimously by acclamation.

**3. Discussion and possible recommendation to the Village Board on organization structure of administrative office.**

Village Administrator Schuenke provided an overview of the structure as proposed, include a historical summary of the changes in the administrative office over time. The proposed structure provides for 5.5 full time employees.

Changes within Finance Director section of the organizational chart:

1. Establish the position of Finance Clerk through a new job description and classify the position as regular part-time.
2. Classify the Utility Clerk as regular part-time with an indirect link to the Finance Director. This position will report to the Public Works Director but also have assigned duties from the Finance Director as they relate to utility billing and collections. Position will remain indefinitely at Public Works facility.

Motion by President Czebotar, second by Kilpatrick to approve the finance portion of the organization structure as submitted on appendix D in the packet. Motion carries 6-0 by acclamation.

Changes for Clerk/Deputy Treasurer section of the organizational chart:

1. Assign the duties of Deputy Clerk to a represented 40 hour EMT
2. Establish the full-time position of Clerk III/Administrative Assistant through a new job description and authorize recruitment for the position.
3. Provide for possible temporary help from an administrative assistant during busy portions of the year.

The committee discussed concerns with the consequences of assigning the duties of a non-

represented position to a represented position because the duties of Deputy Clerk are not included in the current AFSME contract. Additionally, the Committee discussed a disconnect with combining the duties of Deputy Clerk to an EMT. The main job responsibility of an EMT is to serve as an EMT. Any additional tasks assigned to those EMTs are secondary to that main job function. The Committee directed staff to discuss the concerns with the labor attorney and bring the issue back for discussion at special Personnel meeting on October 17<sup>th</sup> at 6:00 p.m.

- 4. Presentation and discussion of the 2017 Budget regarding personnel related issues.**  
Administrator Schuenke provided an overview of the 2017 budget as it related to personnel issues.
- 5. Adjournment.**  
**Motion** by Czebotar, seconded by Kilpatrick, and carried 6-0 by acclamation to adjourn the meeting at 7:36 p.m.

**Respectfully submitted,  
Cassandra Suettinger  
Clerk/Deputy Treasurer**