

**VILLAGE OF TURTLE LAKE
PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 10th, 2011**

CALL TO ORDER: Personnel Committee Chair Dennis Becker called to order a meeting of the Turtle Lake Personnel Committee at 8:42 a.m. on Wednesday, August 10th, 2011.

ROLL CALL: PRESENT: Becker and Mandley. Absent: Koenig. Others present were Clerk Maxwell-Parker, Village President Laurie Tarman and Public Works Director Davis.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS:

Discussion and Consideration of Union Contract and Labor Negotiations – Updates were provided to the Committee of possible benefit packages and details related to adjusting the renewal date to fall during the budget planning process versus the fiscal year.

Discussion and Consideration of Current Staffing for the Administration Department – Director Davis and Clerk Maxwell-Parker informed the committee of how Village business and needs have been handled during the absence of an administrator. Duties of current staff were discussed and what duties could be handled by support staff. A wage comparison was distributed of municipalities in Polk and Barron Counties, throughout the northwestern region of the State and from municipalities throughout the State with comparable size and workload.

It was moved by Mandley and seconded by Becker to restructure the Administration Department by eliminating the Village Administrator position, creation of a full-time Clerk-Treasurer position, creation of a part-time Deputy Clerk-Treasurer position up to 30 hours a week, and creation of a part-time Administrative Assistant position up to 20 hours a week.

Roll call vote: Yeas – all present. Nays – None. Motion carried.

Discussion and Consideration of Salary Adjustments and Fringe Benefits of Non-Union Village Employees – Wage comparisons were distributed for all Village positions. There was no discussion or motions made.

ADJOURNMENT:

It was moved by Becker and seconded by Mandley to adjourn this meeting of the Turtle Lake Personnel Committee at 10:05 a.m.

Roll call vote: Yeas – all present. Nays – None. Motion carried.

Prepared by:
Danielle E. Maxwell-Parker
Village Clerk