

FINANCE COMMITTEE MEETING - Tuesday, October 29, 2024 – 7:00PM

PRESENT: Meeting called to order at the Auditorium by Chair Jim Jonasen at 7:00 pm. The following answered the roll call: President Jim Jonasen and Trustees Jim Smith, Nate Sapik and Jeff Johnson. Also present was Village Clerk/Administrator Daisha Nolan.

REVIEW OF AGENDA: No changes made to the agenda.

APPROVAL OF MINUTES: A motion was made by Sapik to approve the open and closed session minutes, as presented, from the September 24, 2024 meeting, seconded by Johnson, MCU.

PUBLIC INPUT: None

Treasurer/Office Assistant Hiring update: A new treasurer has been hired and will begin after the new year.

Part-Time Employee Benefit Options: The committee discussed current benefits and ways that they could be adjusted to offer more to regular part time employees and full time employees. One suggestion was adjusting the amount of vacation time offered. This topic will remain on the agenda for next month while more research is done.

Work Performance Policy/Review schedule: A required schedule for carrying out performance reviews for all employees was reviewed. The employee handbook currently states:

The Village Board and/or Administrator may periodically conduct a review of each employee's performance. The review will focus on job-related performance, Village expectations, and employee strengths that contribute to the organization. Improvement plans may be developed as part of the review process. Performance reviews will become part of the employee's personnel file.

The committee discussed changing verbiage “ may periodically” to “must be done annually” for established employees outside of introductory periods and done 3/6 months for employees in their introductory period. No motions were made and the topic will remain on the agenda for next month to discuss.

Working Budget 2025 - First Draft: The committee reviewed line by line assigned to finance. Requests from other committees were reviewed and a final draft will be recommended to the Board to review as a whole at the November Board meeting, followed by a date for a public hearing. A Part-time plow driver pay rate will need to be established.

CORRESPONDENCE: None

CLOSED SESSION: A motion was made by Sapik to go into closed session under section 19.85 (C) regarding employee annual compensation raises and employee performance reviews, seconded by Johnson ,MCU. 6:40pm

The committee returned from closed session at 6:56pm with no official motions to disperse of.

INFORMATION FROM THE CHAIR: The next Finance Committee meeting is tentatively scheduled for September 24, 2024 at 6:00pm.

ADJOURNMENT: The committee adjourned 7:51pm.

Respectfully submitted,

Daisha Nolan

Daisha Nolan, Clerk/Administrator
Village of Lake Nebagamon