

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, April 1, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

President Czebotar called the regular meeting of the Personnel Committee to order at 6:31 PM in Conference Room A of the McFarland Municipal Center.

Members present: Village President Brad Czebotar, Trish Howen, Steve Kilpatrick, and Ken Machtan.

Members not present: Village Trustee Dan Kolk, Peter Morehouse, and Chris Spanos.

Staff Present: Fire and Rescue Chief Chris Dennis, Police Chief Craig Sherven, and Village Administrator Matt Schuenke.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the meeting held on February 4, 2019.
The minutes were carried by unanimous consent.
- b. Discussion and action regarding minutes of the meeting held March 4, 2019.
The minutes were carried by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the job description and approval to fill the vacancy for the Community Development Director position within the Community Development Department.
Following discussion, motion by Czebotar, second by Machtan, for the Personnel Committee to recommend approval to the Village Board regarding the job description and request to fill the vacancy for the Community Development Director position within the Community Development Department with the changes noted in the meeting. Motion carries 4 - 0 - 0 by acclamation.
- b. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department.
Following discussion, motion by Czebotar, second by Kilpatrick, for the Personnel Committee to recommend approval to the Village Board regarding the position description, classification, and request to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department with changes to the position description and questionnaire as noted. Motion carries 4 - 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.

Following discussion, motion by Czebotar, second by Howen, for the Personnel Committee to recommend approval to the Village Board regarding the position description, classification, and request to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department with the noted changes. Motion carries 4 - 0 - 0 by acclamation.

- d. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department.

Following discussion, motion by Czebotar, second by Machtan, for the Personnel Committee to recommend approval to the Village Board regarding the position description, classification, and request to fill the vacancy for the Parks Superintendent position within the Public Works Department with the noted changes. Motion carries 4 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, May 1, 2019 at 6:30 pm.

The next meeting is Monday, May 6, 2019 at 6:30 pm. The agenda as previously presented is incorrect on the date.

6. ADJOURNMENT.

Motion by Czebotar, second by Machtan, for the Personnel Committee to adjourn at 7:55 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator