

**VILLAGE OF ELM GROVE
ADMINISTRATIVE AND PERSONNEL COMMITTEE
January 11, 2016**

Present: Chairperson Michalski, President Palmer, Trustees Haas, and Kujawa. Trustee Kressin excused.
Also Present: Village Manager David De Angelis, Village Clerk Mary S Stredni, Finance Director Monica Hughes,
and Casey Griffiths Planning/Zoning Administrator

1. Call to Order

Chairman Michalski brought the meeting to order at 7:30 a.m.

2. Minutes

President Palmer and Trustee Haas moved and seconded to approve the November 9, 2015 minutes.
Motion carried.

3. Discussion and possible action regarding payroll

De Angelis noted that payroll is now figured on Monday morning and paychecks are automatically deposited on Wednesday on a bi-weekly basis. This makes payroll difficult when a holiday lands on a Monday and sometimes the police department and/or public works estimate time worked on the Saturday before. Trustee Haas and President Palmer moved and seconded to change the payroll processing day to Tuesday and direct deposit to Friday on a bi-weekly basis. Motion carried.

4. Discussion and possible action regarding maintenance person position

De Angelis noted that item will be discussed in closed session.

5. Closed Session

By roll call vote at 7:33 a.m. the Committee went into closed session as permitted under Wisconsin §19.85(1)(c) to consider employment, compensation data or performance evaluation data of any public employee over which the governmental body has jurisdiction and exercises responsibility more specifically the Maintenance Position and one Public Works person.

6. Move back into open session

The Committee went back into open session at 7:58 a.m. President Palmer and Trustee Haas moved and seconded to approve the new Maintenance position description. Motion carried.

7. Adjourn

Trustees Haas and Kujawa moved and seconded to adjourn at 7:59 a.m. Motion carried.

Respectfully submitted,

Mary S Stredni, Village Clerk