

**VILLAGE OF FOX CROSSING
BOARD OF TRUSTEES REGULAR MEETING
Municipal Complex – Arden Tews Assembly Room
Monday, July 24, 2023**

Minutes

1. Call to Order

Meeting called to order by Clerk Fink at 5:00 p.m. **MOTION:** Trustee Koeppe, seconded by Trustee Patzwald to appoint Trustee Ziegler to Chair this Special Meeting. Motion carried.

Village Clerk Darla Fink took roll call and noted those present: Trustees Kris Koeppe, Gregory Ziegler, Jason Patzwald, and Barbara Hanson. Excused: President Dale Youngquist, Trustee Michael Van Dyke, and Trustee Dale McNamee.

Also Present: Village Manager Jeffrey Sturgell, Director of Finance Jeremy Searl, Director of Community Development George Dearborn, Fire Chief Todd Sweeney, Chief of Police Scott Blashka, Police Captain Tim Callan, Street Superintendent Randy Gallow, Utility Superintendent David Tracey, Director of Parks & Recreation Amanda Geiser, Director of Information Technology Tim Plagenz, and Director of Human Resources Kim Burdick. There were zero attendees.

2. Open Session

Discuss revisions and updates to the Village of Fox Crossing Employee Handbook.

Manager Sturgell introduced how the Employee Handbook got to this point and thanked Director Burdick, the Personnel Committee, and Department Heads for their work on this. He stated he would like to go through each section with the Board to highlight the major changes.

Section 1 provides an introduction with standard information on the Handbook including:

- Fox Crossing is an at-will employer
- Fox Crossing will abide by conditions of collective bargaining agreements
- The Village Manager is responsible for the administration and interpretation of this Handbook, and
- Department Heads may sent rules for their respective departments as long as those rules are not inconsistent with terms of this Handbook.

Section 2 describes the organizational chart and leadership structure, with the Village Board being the ultimate decision maker for policy decisions. This section of the Handbook establishes the Personnel Committee and states this Committee represents the Board for collective bargaining purposes. It details the Village's vision, mission statement, and values as well.

Section 3 freshens and updates the language in the current Handbook regarding conflicts of interest and business ethics. Policies include:

- Acceptance of gifts
- Outside employment

- Hiring relatives
- Employee relationships
- Political activity in the workplace, and
- Solicitation and distribution of materials in the workplace.

Section 4 provides language regarding the Village being an equal opportunity employer. Manager Sturgell stated this section originally included affirmative action language, however due to a recent Supreme Court ruling, this section was removed with advice from Attorney Macy. Language regarding the hiring process and offers of employment was updated. There is a new addition to the Handbook for an Employee Referral Award Program. This program would award a referring employee two payments over the course of one year should the candidate successfully complete one year with the Village. There are some positions that may be deemed “difficult to fill” after a length of time with no successful candidates. These instances would allow the Village Manager to increase the referral bonus amount.

This section also changes the length of the trial and training period to be consistent throughout the Village at six (6) months. A Department Head can choose to extend this period for another six (6) months, if necessary.

Section 5 goes through human resource administration including:

- Policies on employee development, training, performance evaluations, continuing education, employee records, employment status, position descriptions, and references
- Clarification on employment status for different types of employees (regular full-time, regular part-time, part-time firefighter, paid-on-call firefighter, temporary employees, seasonal employees, and interns), and
- Acknowledgment of the Village pay plan setting forth the method in which wage increases are provided to employees, and formal acknowledgement of the additional compensation pay plan which the Board updates on a frequent basis.

One change in this section will now give the Village Manager authority to approve out-of-state training if the training is occurring in one of Wisconsin’s bordering states. If the training is to be held anywhere outside of the bordering states, the training will still be approved by the Board.

Section 6 includes policies on attendance and punctuality, dress code and appearance, prescription drugs, drugs and alcohol in the workplace, tobacco and vaping use, workplace conduct, and workplace violence. Manager Sturgell advised there was a lot of discussion that went into the updated dress code. In the office setting, business casual is still the overall dress code, however this has been updated to authorize employees to wear well-tailored jeans when accompanied by a Fox Crossing logo top or another professional top, blazer, cardigan, etc. The drug and alcohol section has been updated and clarifies procedures for when and how employees may be tested for drugs and/or alcohol. Manager Sturgell clarified that random drug/alcohol testing is done for all drivers in the Wisconsin CDL pool and that process was explained to the Board. Additionally, vaping was included in the tobacco free workplace section as well.

Section 7 includes the Village’s Information Technology policy which is one of the most updated sections, as the former Handbook’s Information Technology policy was only one page long. The

new policy includes hardware standards, software standards, personally-owned hardware and software, local area networks, internet and online services, social media, e-mail, Outlook Web Access, remote access, user accounts and passwords, incident reporting, cell phones and wireless devices, operating rules, prohibited use of technologies, and ownership of resources. Manager Sturgell directed any questions of this policy to Director Tim Plagenz.

Section 8 provides updated language for responding to records requests, use of Village facilities and equipment, operation of Village-owned vehicles, and record retention. A new policy has been created to cover remote work and telecommuting, which would be approved by the Village Manager. Policies regarding location, duties, equipment and accidents/injuries occurring during remote work have been added as well.

Section 9 covers hours of work topics including:

- Meal breaks, rest breaks, and arrangements for nursing mothers
- Policy for severe weather which provides expectations for how employees are to handle traveling to and from work during severe weather and how pay is handled if the Village manager closes Village offices due to weather, and
- Village timekeeping policy and travel time policy. The major change to this section is that non-exempt employees will now be compensated for time spent traveling on Village businesses. Currently, only the driver is compensated for travel time.

Manager Sturgell mentioned that he has been having a lot of discussion with Department Heads on considering summer hours in the future. This has become a trend, and almost all communities around us are working summer hours such as longer hours Monday-Thursday, with a shorter day on Fridays. He will likely be coming to the Board around Budget time to discuss this further.

At 5:48 p.m., **MOTION:** Trustee Koeppe, seconded by Trustee Patzwald to recess the Special Meeting to reconvene following the regular Village Board meeting. Motion carried.

At 6:27 p.m., Trustee Ziegler reconvened the Special Board Meeting.

Section 10 details policies covering business expense reimbursement (to include travel, lodging, and meal reimbursement), direct deposit, overtime, payroll deductions, payday, payroll verification, and safe harbor policy for exempt employees. Manager Sturgell stated the two main changes are to the meal reimbursement section which now includes flat per diem rates for meals, with no receipts being required for reimbursement. There is further clarification on holiday overtime pay and Police Lieutenant additional compensation.

Section 11 updates language relating to the Village's benefit package including:

- Disability insurance, Employee Assistance Program, Flexible Spending Accounts, funeral leave, health insurance plans, holidays, jury duty, life and accident insurance, longevity program, retirement savings program, sick leave, and vacation

- A change regarding employees that were formally covered by the AFSCME or Teamsters Unions, who will now get their dental premium paid exactly like non-represented employees (a change from 15% of premium to 10% of premium paid by the employee). With this change, all non-represented employees will receive the same dental benefit.
- A similar change to the sick leave accrual maximum, so all non-represented employees can accrue the same amount of sick leave
- The longevity program has been enhanced to provide a larger longevity payout for certain work anniversaries, and
- The Vacation policy that was updated last year.

Manager Sturgell stated President Youngquist prefers an effective date for this Handbook to go into effect of January 1, 2024, even though they are proposed to adopt the Handbook at the regular August 14th Village Board Meeting. The Board could change this, but that is what President Youngquist advised was his preference.

Section 12 updates the language for various leaves of absence to address recent changes in federal/state law including:

- Family and Medical Leave (FMLA), Wisconsin Emergency Response Leave, Organ and Bone Marrow Donor Leave, personal unpaid leave and voting leave, and
- Military Leave is clarified to state employees hired after January 1, 2023 will be given unpaid leave for purposes of annual field training.

Section 13 enhances language for safety and health policies for the Village including training on communicable diseases and infectious disease control. Manager Sturgell advised that we have been participating in a safety program for the last few years to receive annual training that is also included as a requirement in this section. This section updates language and forms for workplace safety and incident reporting and the Workers Compensation benefits have been updated due to federal and state law changes.

Section 14 updates the language for disciplinary action including:

- Grievance procedure, layoffs, reduction-in-force and recall policies, employee separation, and exit interviews which were drafted by Attorney Macy, and
- The retirement gift from the Village has been increased to \$75 towards a plaque or other gift presented to the employee upon retirement.

Section 15 provides a closing statement for the Handbook and a location to log all future amendments.

Section 16 lists the various forms and documents to supplement the Handbook such as the Absence Request Form, Harassment Complaint Form, Request for Training Form, Safety Incident/Near Miss Investigation Report, Volunteer Agreement Form, etc.

Manager Sturgell confirmed with the Board that August 14th is an appropriate date to bring this back to be approved by the Board at the Regular Meeting, for an effective date of January 1, 2024.

3. **Closed Session**

Pursuant to WI Statute §19.85(1)(e), the Village of Fox Crossing Board of Trustees will convene into Closed Session, specifically to deliberate negotiation terms regarding the successor agreement to the Wisconsin Professional Police Association collective bargaining agreement.

At 6:58 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Patzwald to convene into Closed Session. Motion carried.

The Board and Staff including: Village Manager Sturgell, Director of Finance Jeremy Searl, Chief of Police Scott Blashka, and Police Captain Tim Callan, met and deliberated negotiation terms regarding the successor contract between the Wisconsin Professional Police Association and the Village of Fox Crossing.

Pursuant to WI Statute §19.85(2), the Village Board will reconvene into Open Session.

At 7:36 p.m., **MOTION:** Trustee Hanson, seconded by Trustee Patzwald to reconvene into Open Session. Motion carried.

4. **Open Session**

a) 230724-1:CL Approve 2024-2027 Collective Bargaining Agreement Between the Village of Fox Crossing and the Fox Crossing Wisconsin Professional Police Association (WPPA/LEER)

MOTION: Trustee Koeppe, seconded by Trustee Patzwald to approve as submitted. On roll call vote, Motion carried 4-0.

5. **Adjourn**

At 7:37 p.m., **MOTION:** Trustee Koeppe, seconded by Trustee Hanson to adjourn. Motion carried.

Respectfully submitted,

Darla M. Fink, Village Clerk

Note: These minutes are not considered official until acted upon at an upcoming meeting; therefore, are subject to revision.