



Meeting: Village Board
Meeting Date: 11/25/13
Agenda Item: 6d

Mission Statement

Delivering quality services in a courteous, cost-effective and efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Chris Haltom, Director of Administrative Services

AGENDA ITEM: Review and take action on Resolution 2013-36 approving a revised personnel policy for the golf clubhouse manager position

ACTION REQUESTED: ___Ordinance X Resolution ___Motion ___Receive/File

POLICY ISSUE

Should the Village Board approve Resolution 2013-36 for revising the personnel policy as presented?

PRIOR ACTION/REVIEW

On September 23, 2013, the village board approved an extensive revision to the Personnel Policies of the village.

BACKGROUND INFORMATION

As reported to the village board at previous meetings and through weekly updates, Coaches Corner did not make good on two checks that were returned NSF to the village for October rent and August utilities. As a result, the restaurant was taken over by the village on October 22, 2013 with a changing of the locks on the facility. Since the golf operations were closed for the season, the timing for closing the restaurant seemed the best solution for a bad situation.

At a previous board meeting, I sought board direction for hiring a new clubhouse manager to run the facility and received positive feedback. I also explained that staff would be bringing back a document for approval by the board for this position. Initially I thought the item might be a contract, but now I am seeking an adjustment in the personnel policy that would give the Administrator authority to enter into a contract with the clubhouse manager.

In late October, an ad for the position was placed onto CareersBuilders.com site (the site used by the Green Bay Press Gazette) and on the village's website. To date, over 50 applications were received for the position including two from out of the country and two from other states. The deadline for the position was November 15, 2013.

On November 15, 2013, candidates were allowed to tour the facilities of the clubhouse, but only 10 individuals were able to make the event. I presented the candidates with an overview of the position and a brief history of the course since being owned by the village. I explained to the candidates that the 2014 budget includes funding for remodeling the clubhouse. I also explained that I desired to hire a manager as soon as possible so that the new manager could assist with work on remodeling and begin hiring staff for the restaurant, hoping for an opening date in January 2014.

Paul and I interviewed several candidates for the position the week of November 18. Several of the interviewed candidates have excellent credentials for stepping into this new position. We are still doing some work on contacting references for candidates, and we are waiting on approval of the proposed resolution before making an offer to one of the candidates.

FISCAL IMPACT:

- | | |
|------------------------------|------------------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>2014</u> |
| 3. If Budgeted, Which Line? | <u>various golf accounts</u> |

RECOMMENDED ACTION

Village staff recommends the Village Board approve the attached resolution for revising the personnel policies of the village. If the Village Board agrees with this action, the following motion could be used, "***Motion to approve Resolution 2013-36 revising the personnel policy.***"

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve with revisions
- Deny the suggested motion
- Table the suggested motion and request additional information

ATTACHED INFORMATION

- I. Resolution 2013-39 Revised Personnel Policy

ATTACHMENT I

RESOLUTION NO. 2013-36

RESOLUTION AMENDING THE PERSONNEL POLICIES FOR VILLAGE OF HOWARD GOLF CLUBHOUSE MANAGER POSITION

WHEREAS, the Resolution 2013-29 amended the written personnel policies for village employees covering Sections 1-16; and

WHEREAS, the Village Green Golf Course operations include golf and a restaurant, the latter being formerly rented to a local establishment; and

WHEREAS, the village desires to operate the restaurant facility with employees of the village; and

WHEREAS, the current Job Classification and Pay Plan of the village's personnel policy is limited on language that allows for incentive based pay other than a Pay for Performance plan; and

WHEREAS, the village board desires to offer a new position of golf clubhouse manager for the golf and restaurant operations and allow for incentive based pay for this position.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Howard, Brown County, Wisconsin, hereby approves and adopts the following amendment to the Personnel Policies document this 25th day of November, 2013:

Section 6 Job Classification and Pay Plan.

B. Golf Course Operations: The golf course clubhouse operations will be under the direct supervision of the Director of Administrative Services. The manager of the facility will have authority to hire and fire all part-time employees of the clubhouse operations. The compensation for the manager will be established by the Administrator and based on a Pay for Performance system designed to reward increase profitability of the golf and restaurant operations. The Administrator has authority to enter into a contract with an employee that will become the manager of the facility. The general guidelines used in establishing a base annual salary for the manager position will range between \$25,000-\$36,000. The incentive based pay will require an initial return on golf operations to the village of an annual amount ranging from \$40,000-\$50,000 and the restaurant ranging between \$24,000-\$36,000.

Burt R. McIntyre
Village President

Christopher A. Haltom
Village Clerk