

**RESOLUTION 2011-18**

3-15-11

**RESOLUTION BY THE ADMINISTRATION, PERSONNEL AND LEGAL COMMITTEE AUTHORIZING THE CREATION OF RECORDS CLERK POSITIONS, RECLASSIFYING THE UTILITY CLERK/ DEPUTY CLERK TO CREATE THE RECORDS SUPERVISOR/ UTILITY CLERK/DEPUTY CLERK POSITION, AND ESTABLISHING WAGE RATES**

WHEREAS, Sturtevant entered into the Consolidated Dispatch Contract in 2010 and effective January 1, 2011, the Mt. Pleasant /Sturtevant dispatchers became County employees although they are still working at the Sturtevant Dispatch Center; and

Whereas, it is anticipated that the dispatchers will physically move to the County Dispatch Center in July of 2011; and

WHEREAS, the Village Mt. Pleasant is considering moving the Mt. Pleasant records clerks to the new Mt. Pleasant Village Hall when it opens in April of this year; and

WHEREAS, the Village of Sturtevant will need to create records clerk positions to handle certain records functions as dispatch operations wind down at the Sturtevant location, and

WHEREAS, it is anticipated that approximately 10 part time clerks would need to be hired and that staffing would consist of approximately 30 hours per week initially and that one person would need to be put in charge of scheduling and supervising the records clerks.

NOW THEREFORE, the Village Board of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve:

1. That the creation of 10 on call part time Records Clerks at a wage rate of \$13.50 per hour with no benefits within the Police Department is authorized and approved.
2. That no more than 30 hours per week of records clerk time is authorized and approved effective at such time as the Police Chief and the Village Administrator determine that the Mt. Pleasant records clerks are no longer stationed at the Sturtevant Municipal Building.
3. That the reclassification of Charlotte Gottschalk from Utility Clerk/ Deputy Clerk to Records Supervisor/ Utility clerk/Deputy Clerk at a wage rate of \$16.95 per hour as a full time position with full benefits is authorized and approved effective at such time as the Police Chief and the Village Administrator determine that the Mt. Pleasant records clerks are no longer stationed at the Sturtevant Municipal Building.

Adopted by the Village Board of the Village of Sturtevant, Racine County, Wisconsin, this 15<sup>th</sup> day of March, 2011.

Village of Sturtevant

By \_\_\_\_\_  
Steven Jansen, President

Attest \_\_\_\_\_  
Mary Cole, Village Clerk