

The meeting was called to order at 6:58 PM by Chair Kim Olson with the following roll call:

| <b>Attendee Name</b> | <b>Title</b> | <b>Status</b> | <b>Arrived</b> |
|----------------------|--------------|---------------|----------------|
| Kim Olson            | Chair        | Present       |                |
| Joseph Riese         | Aldersperson | Present       |                |
| Jack Abbott          | Aldersperson | Present       |                |

Also present were Alderspersons Roger Smith and Bob Smith, Mayor John Guinn, Comptroller/Treasurer Angela Runde, and City Clerk Anastasia Gonstead.

**APPROVAL OF MINUTES**

**Approval of Minutes from January 23, 2023 Meeting**

Motion was made to approve both the January 23, 2023 and February 13, 2023 minutes. 3-0, unanimous.

|                  |                             |
|------------------|-----------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b> |
| <b>MOVER:</b>    | Joseph Riese, Aldersperson  |
| <b>SECONDER:</b> | Jack Abbott, Aldersperson   |
| <b>AYES:</b>     | Olson, Riese, Abbott        |

**Approval of Minutes from February 13, 2023 Personnel Committee Meeting of the Whole**

Motion was made to approve both the January 23, 2023 and February 13, 2023 minutes. 3-0, unanimous.

|                  |                             |
|------------------|-----------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b> |
| <b>MOVER:</b>    | Joseph Riese, Aldersperson  |
| <b>SECONDER:</b> | Jack Abbott, Aldersperson   |
| <b>AYES:</b>     | Olson, Riese, Abbott        |

**CITIZEN COMMENTS**

None

**ITEMS OF DISCUSSION/POSSIBLE ACTION**

**Discuss with Possible Action Updating the Employee Handbook**

Aldersperson Olson expresses this is going to take time and inquires how to go about this process. City Clerk Gonstead stated she would defer to Aldersperson Olson, as she was the one who originally put it on the agenda, that they can guide how they would like to approach this. Comptroller/Treasurer Runde explained, in her previous municipal experience, the Personnel Committee gathers ideas they want to update and why. Input from City employees as well and work in tandem. Then run it past an attorney who deals with labor issues. It's a several month process generally. First month is primarily idea gathering. Aldersperson Riese suggested reaching out to Department Heads regarding issues. City Clerk Gonstead inquired if they would like her to call a Department Head meeting to obtain that information. Aldersperson Riese suggested sending out an email to send in their recommendations. Aldersperson Olson indicated she has seen some areas of concern. That she was looking at a 2002 handbook. Comptroller/Treasurer Runde explained she has seen several versions. That we do have to keep some, for public record, but it can get difficult when people are working out of different versions. That there is a more recent version, one as recent as 2020. City Clerk Gonstead

pointed out, in the agenda attachments, is the most current version, as well as a sample handbook from the League of Wisconsin Municipalities. Alderperson Bob Smith added the last time they did this, it did take approximately six months to complete. Additionally, it should be looked at every year or two due to changes in labor laws. Alderperson Olson inquired if they wanted a timeline on this, should they have ideas by then. Comptroller/Treasurer Runde pointed out, to ensure no Open Meeting laws are circumvented, that everyone should send their ideas to City Clerk Gonstead, who can then disseminate the information to the Committee members.

Motion to table this matter until the next meeting of the Personnel Committee by Alderperson Riese, second by Alderperson Abbott. 3-0, unanimous.

|                  |                           |                                |
|------------------|---------------------------|--------------------------------|
| <b>RESULT:</b>   | <b>TABLED [UNANIMOUS]</b> | <b>Next: 3/27/2023 6:00 PM</b> |
| <b>MOVER:</b>    | Joseph Riese, Alderperson |                                |
| <b>SECONDER:</b> | Jack Abbott, Alderperson  |                                |
| <b>AYES:</b>     | Olson, Riese, Abbott      |                                |

### **ADJOURNMENT**

Alderperson Riese makes a motion to adjourn. Second by Alderperson Abbott. 3-0, unanimous. Meeting adjourned at 7:05 PM.

Anastasia Gonstead, City Clerk