

PERSONNEL COMMITTEE

MAY 22, 2017

The meeting was called to order at 6:44 p.m. by Ald. Olson with the following Roll Call:

Members Present: Ald. Olson, Ald. Toellner, Ald. Henkel

Members Absent: None.

Others Present: Mayor Boelk, Ald. Smith, Ald. Frings, Ald. Forster, Julie Staffin, Christine Churchill, Mike Kurutz, Ryan Vossekuil, Lois Krueger, Sara Decker

Item #2 Approve the Minutes of April 24, 2017 and May 1, 2017 meetings.

Motion by Ald. Toellner, second by Ald. Henkel to approve the minutes of the April 24, 2017 and May 1, 2017 meeting. Motion carried unanimously.

Item #3 Citizens Comments.

None.

Item #4 Discuss/Recommend Departmental Surplus Equipment Policy revisions.

There was a policy put in place by Mayor Moede in which surplus equipment was sent to other departments first, then City employees and then to public auction. On the recommendation of the attorney, if other departments don't have a need for the equipment it should not go to the city employees next. It should go to the public auction. Mike Kurutz handles putting the items on the auction.

Motion by Ald. Olson, second by Ald. Toellner to recommend approval of the revised departmental surplus equipment policy. Motion carried unanimously.

Item #5 Discuss/Recommend changes to the Employee Handbook.

The labor attorney reviewed the handbook and made extensive changes. There is a redline copy and a clean copy. The changes clear things up from a payroll standpoint. Makes things consistent throughout and updates law changes. It was noted that there should be a maintenance program to keep the handbook up to date.

Motion by Ald. Toellner, second by Ald. Olson to recommend approval of the changes to the employee handbook. Motion carried unanimously.

Item #6 Adjournment

Motion by Ald. Toellner, second by Ald. Olson to adjourn at 6:57 p.m. Motion carried unanimously.

Sara Decker, City Clerk