

PERSONNEL COMMITTEE

NOVEMBER 28, 2016

The meeting was called to order at 9:01 p.m. by Ald. Frings with the following Roll Call:

Members Present: Ald. Frings, Ald. Schmidt, Ald. Olson

Members Absent:

Others Present: Mayor Boelk, Ald. Smith, Ald. Bartelt, Ald. Toellner, Mike Kurutz, Attorney Jon Anderson, Lois Krueger, Sara Decker

Item #2 Approve the Minutes of October 24, 2016 and November 1, 2016 meetings.

Motion by Ald. Schmidt, second by Ald. Olson to approve the minutes of the October 14, 2016 and November 1, 2016 meetings. Motion carried unanimously.

Item # 3 Citizens Comments.

None.

Motion by Ald. Schmidt, second by Ald. Olson to call Item # 7 out of order. Motion carried unanimously.

Item #7 Convene into Closed Session Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Ald. Schmidt, second by Ald. Olson to convene into closed session at 9:03 p.m. Motion carried unanimously.

- a. Discuss/Recommend Open Request of Proposals
- b. Reconvene into Open Session

Motion by Ald. Schmidt, second by Ald. Frings to reconvene into open session at 9:26 pm. Motion carried unanimously.

Item #4 Discuss/Recommend revisions to employee handbook.

Motion by Ald. Frings, second by Ald. Schmidt to table the topic to a committee of the whole. Motion carried unanimously.

Item #5 Discuss/Recommend release to review employees' Department of Transportation driving records.

The insurance company brought this up due to a current employees driving record. It was suggested that a release is signed when an employee is hired.

Motion by Ald. Olson, second by Ald. Frings to accept the authorization to release employee's driving records. Motion carried unanimously.

Item #6 Approve 2017 Summary Plan Description (SPD) per TASC Flex Spend.

This is an annual form that needs to be approved for the City Flex Spend plan. The 2017 document can't be printed yet but the items that have changed are the out of pocket maximum and the plan administrator. Motion by Ald. Schmidt, second by Ald. Olson to approve the 2017 Summary Plan Description. Motion carried unanimously.

Item #8 Adjournment

Motion by Ald. Schmidt, second by Ald. Olson to adjourn at 9:30 p.m. Motion carried unanimously.

Sara Decker, City Clerk