

PERSONNEL COMMITTEE

September 16, 2013

The meeting was called to order at 5:00 p.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Redeker, Ald. Toellner

Members Absent:

Others Present: Mayor Moede, Deanna Boldrey, Ald. Schmidt, Ald. Sertich, Ald. Boelk (5:02 p.m.)
Chief MacNeill, Mike Kurutz, Lee Zarnott, Katie Leb, Ron Wellner, Bob Smith

Item #2 Approve the Minutes of August 15, 2013, August 19, 2013, and September 9, 2013, meetings.

Motion by Ald. Redeker, second by Ald. Toellner to approve the minutes of the August 15, 2013, August 19, 2013, and September 9, 2013 meetings. Motion carried unanimously.

Item # 3 Citizens Comments.

None.

Item # 4 Clerk's Report.

A. No Report.

Item #5 Report on Status of Comptroller – Treasurer Ad and Applications Received to Date.

Ald. Pasbrig reported that we have received eight applications to date. We will interview two candidates and will set-up format of who is involved. Letters were sent to applicants.

Item #6 Discussion of Comptroller – Treasurer Position Interview Questions with Possible Action.

Ald. Pasbrig requested Council Members and Department Heads to send questions to Deanna by Thursday.

Item #7 Discussion of Employee Manual 2.7 Pre-Employment Physical Exam and Drug Screen with Possible Action.

This item is on the agenda to bring consistency to the physical exams and drug screening. The current cost of a pre-employment physical exam is \$159.00 and the cost of a regular (5 panel) drug screen is \$39.50 at the Mayville clinic in town. Ald. Pasbrig noted that some departments are not doing the drug screens and employment physicals. Ald. Pasbrig noted that all should be getting the background checks. Ald. Sertich said it has been accounted for and also budgeted for. Motion by Ald. Redeker, second by Ald. Toellner to Recommend the Updates to the Employee Manual 2.7 Pre-Employment Physical Exam and Drug Screen. Motion carried unanimously.

Item #8 Discussion of Ordinance 114-10 Background Checks in Regards to Pre-Employment Background Checks. Ordinance 114-10 was read. This item is on the agenda to bring consistency to the background checks. The cost is \$7.00 each.

Item # 9 Adjournment.

Motion by Ald. Toellner, second by Ald. Redeker to adjourn at 5:10 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk