

The meeting was called to order at 6:42 p.m. by Ald. Pasbrig with the following Roll Call:

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

Members Absent: Ald. Schaefer

Others Present: Mayor Moede, Deanna Boldrey, Kathie Wild, Alixe Bielot, Mike Kurutz, Chris MacNeill, Ben Brown, Katie Leb

Item #2 Approve the Minutes of October 17, 2011, and October 18, 2011, meetings.

Motion by Ald. Toellner, second by Ald. Redeker to approve minutes of the October 17, 2011, and October 18, 2011, meetings. Motion carried 5-0.

Item # 3 Citizens Comments.

None.

Item # 4 Clerk's Report.

A. Update on 2012 Elections.

The City Clerk reported that the first day to circulate Nomination Papers is December 1, 2011. All candidates / incumbents should file a campaign registration statement or amended statement before circulating nomination papers. The Declaration of Candidacy and Nomination Papers have a deadline of January 3, 2012. A minimum of twenty signatures (maximum of forty) are needed to run for alderperson. A minimum of fifty signatures (maximum of one hundred) are needed to run for Mayor. For incumbents not seeking re-election for the office that you currently hold, the notification of non-candidacy is due by December 27, 2011. Packets with required forms are available at the Clerk's office.

In addition, the Spring Election will be on April 3, 2012, and the Organizational Meeting will be on April 17, 2012.

Deanna reported that there is an approved GAB Brochure that is on the City Website and available at the Clerk's office.

Item # 5 Discuss/Recommend City Employee Policy and Procedures Manual.

Ald. Pasbrig gave history to the item. He noted that the Water Wastewater Commission and Library Board have viewed the manual. He did confirm with the alderpersons that they did have a chance to review the manual prior to the meeting. Ald. Redeker noted that there was a duplicate paragraph on page 19 under overtime. It was noted to remove paragraph 3. Ald. Sertich noted that under sick leave, there was an individual that would be affected by the change and that has been taken care of so that the individual does not lose anything. Ald. Pasbrig noted that he would like the attorney to review the manual. Motion by Ald. Redeker, second by Ald. Schmidt to Recommend the City Employee Policy and Procedures Manual. Motion carried 5-0.

Item # 6 Adjournment.

Motion by Ald. Toellner, second by Ald. Redeker to adjourn at 6:54 p.m. Motion carried 5-0.

Deanna Boldrey, City Clerk