

**PERSONNEL COMMITTEE**

**JULY 23, 2018**

The meeting was called to order at 7:24 p.m. by Ald. Toellner with the following Roll Call:

Members Present: Ald. Henkel, Ald. Toellner

Members Absent: Ald. Olson

Others Present: Mayor Boelk, Ald. Smith, Ald. Frings, Ald. Forster Tom Jacquot, Jon Borst, Mike Thoreson, Greg Zipfel, Sara Decker

**Item #2 Approve the minutes from the April 23, 2018 and April 25, 2018 meetings.**

Motion by Ald. Henkel, second by Ald. Toellner to approve the minutes from the April 23, 2018 and April 25, 2018 meetings. Motion carried unanimously.

**Item #3 Citizens Comments.** None.

**Item #4 Discuss/Approve separation payment for Ryan Vossekuil.**

Greg went through the summary and there is a copy in the packet.

Motion by Ald. Toellner, second by Ald. Henkel to approve the separation payment for Ryan Vossekuil.

Motion carried 2-0.

**Item #5 Discuss/Approve leave of absence for Deputy Clerk, Stacey Schroeder.**

They discussed Stacey's letter requesting 6-8 weeks of maternity leave.

Motion by Ald. Henkel, second by Ald. Toellner to approve leave of 6-8 weeks for Stacey Schroeder, Deputy Clerk. Motion carried unanimously.

**Item #6 Discuss with possible action, Employee Handbook service awards.**

This was brought up at a staff meeting that per the employee handbook, full-time and part-time staff are to be receiving service awards. There was discussion of who should receive the service awards. It was noted that part-time staff do a lot of public service and they are dedicating their time. Options of awards and costs were discussed.

Motion by Ald. Henkel, second by Ald. Toellner for part-time employees to receive gift certificates as noted in the handbook along with a certificate of appreciation and full-time employees to receive a plaque and a gift certificate. Motion carried unanimously.

**Adjournment.**

Motion by Ald. Toellner, second by Ald. Henkel to adjourn at 7:34 p.m. Motion carried unanimously.

Sara Decker, City Clerk