

**PERSONNEL COMMITTEE**

**JANUARY 28, 2019**

The meeting was called to order at 7:29 p.m. by Ald. Toellner with the following Roll Call:

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

Members Absent:

Others Present: Mayor Boelk, Ald. Smith, Ald. Frings, Ald. Forster, Greg Zipfel, Sara Decker

**Item #2 Approve the minutes from the November 26, 2018 and January 14, 2019 meetings.**

Motion by Ald. Henkel, second by Ald. Olson to approve the minutes from the November 26, 2018 and January 14, 2019 meetings. Motion carried unanimously.

**Item #3 Citizens Comments**

None.

**Item #4 Discuss/Approve separation payment for Stacey Schroeder.**

Stacey resigned and the payout worksheet is in packet. She qualified for 80 hours of vacation. She has no payout of sick time and she has already used her personal days.

Motion by Ald. Toellner, second by Ald. Henkel to approve the payout to Stacey Schroeder of \$1,366.00.

Motion carried 3-0.

**Item #5 Discuss/recommend additions to Employee Handbook regarding Pending Charges or Convictions.**

Motion by Ald. Toellner, second by Ald. Olson to recommend the changes to Council. Motion carried 3-0.

**Item #6 Convene into Closed Session Pursuant to Section 19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Motion by Ald. Toellner, second by Ald. Henkel to convene into closed session. Motion carried 3-0.

A. Discuss applications for Deputy Clerk Position.

B. Reconvene into Open Session with possible action.

Motion by Ald. Olson, second by Ald. Toellner to reconvene into open session at 8:02 p.m. Motion carried unanimously.

Interviews will be set for January 30, 2019 starting at 5:30 p.m.

**Item #7 Adjournment.**

Motion by Ald. Olson, second by Ald. Toellner to adjourn at 8:30 p.m. Motion carried unanimously.

Sara Decker, City Clerk