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**Joint Personnel & Utility Personnel Committee Meeting**  
**Tuesday April 25, 2023**  
**6:30 at City Hall**  
**MINUTES**

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Members present: Richard Evans, Jane Fude, Kay Marose, and Mayor Wegener

Utility Members: Robert Affeld, Bart Coons, Ross Canniff

Members absent:

Also, Present: Nick Gahlman

1. Meeting called to order at 6:30 pm.
2. Affeld /Canniff motion to approve agenda. Motion carried.
3. Fude / Affeld motioned to approve the March 28, 2023, minutes with notes corrections. Motion carried.
4. Public Comment: None

**JOINT PERSONNEL AGENDA ITEMS:**

5. **Review, Discuss, and Take Possible Action on Implementing Additional Safeguards regarding Financial Transactions by City Staff.**

The following safeguards around financial transactions are being implemented:

- Amazon business account with assigned users. City will be invoiced for purchases.
- Charge accounts will provide dual electronic receipts.
- Kwik Trip cards are assigned to individual staff and require receipts.
- DPW will review allowance/process for any cash purchases.

6. **Review, Discuss, and Take Possible Action Regarding the Calculation of Overtime in a week with a Holiday Pay Benefit.**

*Coons/Canniff* motion to add the following to 202 Overtime:

Holiday hours will be considered "hours worked" when calculating overtime. Motion carried 5-1. Yea votes-Fude, Marose, Affeld, Coons, Canniff. Nay votes-Evans.

7. **Review, Discuss, and Possibly Approve Changing Comp Time Policy.**

More information is needed in considering any changes in the Comp Time Policy. How much is used as time off versus how much is paid out at the end of the year. The personnel chair will speak to Department Heads regarding this issue and their ability to cover for line staff's time off.

- 8. Review, Discuss, and Possibly approve Uniform Hours for the Utility Office and City Hall.**  
Fude/ Evans motion to change City Hall hours from the current 8:00 am to 4:30 pm to 7:30 am to 4:00 pm beginning May 15, 2023, which would be consistent with the Utility Office hours. Motion carried 5-1. Yea votes-Evans, Fude, Affeld, Coons, Canniff. Nay-Marose.
- 9. Review and Discuss Conducting a City Staff Wage Study.**  
General discussion regarding conducting a wage study was had. Who should conduct such a study, how do we determine comparable cities, what information would be needed (wages and benefits), etc. The Personnel Chair will research some comparable cities with a Clerk/Treasurer type organization.
- 10. Performance Review Reminders.**  
**Reminder for Performance reviews in May.**

**CITY PERSONNEL AGENDA ITEMS:**

- 11. Review, Discuss, and Take Possible Action on Hiring a DPW Department Head (Street Superintendent).**  
Marose/ Evans motion to hire Joe Ludtke as DPW Department Head at the wage of \$26.40 per hour beginning May 15<sup>th</sup>, 2023. Orientation period, background check and drug screen are all waived as this is a current City Employee. Motion carried 3-0.
- 12. Old Business.** None
- 13. New Business.** None
- 14. Set Date and Time for Next Meeting:** May 30, 2023, at 6:30 pm
- 15. Fude / Evans motioned to adjourn the meeting at 8:15 pm.** Motion carried.

Minutes Reported By:  
Kay Marose