
Joint - Personnel Committee Meeting
Tuesday April 26, 2022
6:30 at City Hall
MINUTES



Members present: Cheryl Braun, Jane Fude, Kay Marose, and Mayor Dan Wegener

Utility Members present: Robert Affeld, Ross Canniff, and Bart Coons

Members absent: None

Also, Present: Chief Dave Beal, Pam Bunkoske, Scott Carpenter, Nick Gahlman, Mark Peters, and Laurie Runyan

1. Meeting called to order at 6:30 pm.
2. *C. Braun / R. Affeld* motion to approve agenda. Motion carried.
3. *K. Marose / C. Braun* motioned to approve the March 29th, 2022, minutes. Motion carried.
4. Public Comment: City staff provided input and recommendations regarding each agenda item.
5. **Review, Discuss, and Take Possible Action on the Casual Day Benefit:**
General discussion regarding the Casual Day benefit and when it should be available for new employees.
R. Affeld / J. Fude motion to remove the phrase “until they have completed one (1) year of continuous service” from the policy. Motion carried.
6. **Review, Discuss, and Take Possible Action on the Inclement Weather Policy:**
Committee reviewed current City policy as well as three other Inclement Weather policies.
K. Marose / C. Braun motion to replace the current City policy with the following:

Inclement weather or other emergency conditions may make it impossible to come to work or it may require employees to leave work before the end of a normal work schedule. Such time off may be charged to unused vacation time or accrued compensatory time, or the employee may request that the time off be without pay. Department Heads may, at their discretion, allow employees to flex their hours during the current work week to avoid loss of hours, provided that the hours worked do not

result in overtime compensation or accumulation of compensatory time. Motion carried.

7. **Review, Discuss, and Take Possible Action regarding the carry over Vacation Benefit.**
Committee discussed the challenge of keeping track of the current 5 month carry over of 5 unused vacation days on the new payroll system and possible options.
C. Braun / K. Marose motion to remove the 5 months and replace it with one (1) year.
Motion carried.
8. **Old Business.**
Spelling and punctuation errors noted in Personnel Policy manual that will need correction.
9. **New Business.**
None
10. Set Date and Time for Next Meeting: Tuesday May 31st, 2022, at 6:30 pm
11. *R. Affeld / B. Coons* motioned to adjourn meeting at 7:33 pm. Motion carried.

Minutes Reported By:
Kay Marose