Public Works Committee
Thursday, July 20th, 2023
(Virtual Meeting)

Members Present: Tom Majewski, Kay Rashka, Lisa Reeves, Ben Heili, Jordan Tilleson & Mayor Tim Swadley

Absent/Excused: Public Works Director Brett Hebert

Staff: Planning Director Rodney Scheel & Public Works Office Manager Jen Wagner

Guests:

Call to Order: *Rashka* called the meeting to order at 6:02 PM

1) Communications:

- *Mayor Swadley* advised that he is hoping to have another Alder on board for next month's meeting.

2) Approve June 15th, 2023 Meeting Minutes: Motion by Reeves to approve the minutes and seconded by Rashka. Motion carried 5-0.

New Business:

3) Review and Acceptance of Public Improvements – Parker Cole Addition:

Director Scheel presented the letter to the Committee of the conditional acceptance of public improvements. He also advised for those that didn't know that the Parker Cole additions is a small six lot at the south end of Page St. and this lot will consist of all duplex units. He suggested that the adoption outlined in the resolution go to Council.

Motion by Reeves, to recommend to approve and go to council, seconded by Tilleson. Motion carried 5-0

4) 2023 Street Construction Project Update:

Director Scheel stated that everything is moving along good. Roby Rd is complete and open, the City funded project of Oak Opening and Deer Point Dr to connect 51 West along with bikes lanes is also complete and a great improvement. Curb and gutter still need to be done on Devonshire and needs to be done before schools starts; if it is not there could be penalties. Curb and gutter also still need to be done on Kensington Square. Otherwise, there is still resurfacing that needs to be done on Jackson to Silverado to 51 as well as Olson Ct.

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6) <u>Future Agenda Items:</u>

a) **Discuss the Rental of City Property for Lease for Agricultural Planting and Harvesting**
b) **Pedestrian Hill Surface Remediation**
c) **CIP Budgets**
d) **Discuss Tree care for city trees for years 1-3 to reduce mortality rates**

9) <u>Adjourn:</u> Motion by Reeves to adjourn, seconded by Rashka to adjourn the meeting at 6:25pm. Motion carried 5-0

Respectfully submitted by Jen Wagner 7/21/2023

Minutes of the Food Pantry Board Meeting August 16, 2023

1. The meeting was called to order at 4:03 by Mike Heger
2. Attendance : Mike Heger, Sandy Fleming, Linda Lane, Val Macho, Diane Williams and Mayor Tim Swadley
3. Approval of the minutes from the June 14th meeting – Move to approve by V Macho, Second by S Fleming Approved 4-0 with L Lane abstaining due to absence at the prior meeting
4. Review of pantry finance – There will be many challenges affecting our budget in the near future: 1) reduction of funding to TEFAP has seen a 50% decline in the free food available. 2) Second Harvest has notified us that at years end they will no longer have free meat and yogurt as the Dane County grant subsidizing this will be ending. 3) inflation has affected the costs of food we purchase at Aldi and Pick and Save, 4) increased usage of the pantry in the past few months which we do not anticipate changing.
5. Our current budget (through 7-20-23) shows expenses (food and vouchers) of $54,020; revenue (donations) of $37,795 for a deficit YTD of $17,124. This does not yet account for the increased pantry usage or anticipated additional costs to purchase meat, etc.
   Also we looked at the huge increase in pantry usage. (108 visits in February vs 193 in both June and July). Assuming that everyone uses the vouchers, the cost of vouchers over the past 2 months is about $9300 per month. If that would continue for a year the cost would be $111,000 adding in Holiday and Thanksgiving vouchers this could be an additional $18,000 for a total cost of vouchers of nearly $130,000. Linda pointed out that some clients may not use the full value or not use them at all. Cost of food purchased food is estimated to be about $40,000 per year. Total expenses would be about $170,000.
   Donations for last year were $86,000. Interest earned was $11,000 for total income of $97,000 Thus, there are many disturbing trends we face. Yes, we have savings and can continue to supplement a manageable deficit but in order to ensure financial viability for the future we must make some changes to control costs now. L Lane moved to eliminate vouchers for clients coming in a second time each month. Starting Oct 1st clients receive vouchers only on their first monthly visit to the pantry. Seconded by V Macho. All in favor 5-0 This should save about $21,000 annually.
6. Mandatory Volunteer meeting will be held on Monday Sept 18 at 3pm. Please plan on attending. We will have the mandatory annual Civil Rights and Confidentiality discussions, explain new policy on allowing clients vouchers only 1 time each month, other issues and questions. Volunteers should think about other questions and issues they would like to bring up at the meeting. We will have some light snacks
7. 501c3 update- Since our last meeting in June nothing has been done as we awaited answers to some legal issues. Linda and Mike will schedule a meeting with the City finance person to enlist his guidance on questions we have. To remain part of Second Harvest the bills must be paid by a 501c3 – Thanks to the Stoughton Area Community Foundation for helping us for the past 10 months. Mayor Swadley provided contacts for assisting us.
8. CAC will be holding listening meetings to gather input from all pantries regarding their planned elimination of delivery services of TEFAP food to all pantries beginning 1-1-2024. All board members were urged to attend and explain how this will affect us. A meeting time/date has not been scheduled. Mike has spoken to the CAC (distributor of TEFAP foods) to express concerns over this.

9. Second Harvest has notified us that the yogurt and all of the meat they have provided at no cost (due to a grant from Dane County) will end at the end of the year. This will significantly raise our cost for meat. As of now we very rarely purchase any meat. with only a few cases of ground beef during the past year. All other meat has been free.
10. The Second Harvest partnership agreement must be signed by the panty and the Stoughton Area Community Foundation. Our arrangement to date with the Foundation was limited to about 1 year, and we will need to explain that we are working on getting a 501c3 for us. Mike will meet with the Foundation to explain the delay in getting a permanent 501c3 to assist us.
11. Pick and Save – we are picking up about 200 pounds or more of meat each Friday from Pick and Save. This was the result of a meeting with managers at the store, Second Harvest and the pantry. (Mike attended). Val will take charge of this. Volunteers are encouraged to use meat from Pick and Save first and to give the larger packages to larger families.
12. Deliveries - This service has been very popular and in order to accommodate everyone we are placing no new limits on deliveries. Continue to schedule everyone needing delivery. Mike and Patte K have agreed to serve all who need deliveries without limiting the number.
13. Do not allow anyone to reserve an appointment more than 1 week in advance. This has been a bit of a problem.
14. The handbook is complete and a copy of the new version will be at the pantry soon.
15. Sandy F moved to adjourn the meeting at 5:15. Linda L seconded. All in favor

Capital Improvement Plan (CIP) Committee of the City of Stoughton
Thursday, August 17, 2023 at 7:30 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Regina Hirsch (Chair), Phil Caravello, Greg Jenson, Tom Majewski, Lisa Reeves, Brett Schumacher and Tim Swadley (ex-officio)
Members absent: Jonathon Schroerlucke
Guests present: Brandon Hill, Dave Ehlinger, Dan Glynn (remote), Brett Hebert, Dan Jenks, Cindy McGlynn, John Montgomery and Jim Ramsey (remote)

1. **Call to order** – Hirsch called the meeting to order at 7:31 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification and compliance with open meetings law** – Swadley indicated the meeting was properly noticed.
4. **Approval of minutes from August 10, 2023** – Motion by Schumacher/Caravello to approve the minutes as drafted. The motion passed 7-0.
5. **CIP Budget overview 08-16-2023** – Ehlinger gave an overview of total bonding requests along with (a) projected debt to equalized value ratio through 2028 and (b) projected mill rates through 2028.
6. **Reports – Impact fees** – Ehlinger recapped the projections by park as to impact fees in relation to the related capital outlay requests for park developments.
7. **R-40-2023 Request for clarification regarding ARPA funds for digital welcome signs** – Ehlinger recapped his request for clarification as to whether the city digital signs included in the 2022 adopted CIP budget were funded with American Rescue Plan Act (ARPA) funds or not. General discussion occurred.
8. **Departmental presentations of Capital Improvement Plan**
    a. **City Clerk** – Ehlinger gave highlights regarding the Clerk's request for four (4) additional Badger Books devices for elections. General discussion occurred. Ehlinger indicated the PowerPoint would be provided to the committee.
    b. **Finance Department** – Ehlinger recapped the request for BS&A Cloud software conversion in calendar year 2025. General discussion occurred.
    c. **Police Department** – Hill and Jenks discussed their PowerPoint presentation. General discussion occurred.
    d. **Public Works** – Hebert went over his updated PowerPoint presentation. General discussion occurred.
    e. **Recreation Programs** – Glynn went over his PowerPoint presentation. General discussion occurred.
    f. **Senior Center** – McGlynn discussed the need for additional parking for the Senior Center. General discussion occurred.
9. **Discussion and possible action regarding Capital Improvement Plans**
    a. **City of Stoughton – Capital Improvement Plan v5**
    b. **City of Stoughton – Construction Capital Improvement Plan v2** – The committee indicated they will discuss these spreadsheets at the August 23rd meeting.
10. **Future agenda items**
    a. **Wednesday, August 23, 2023 at 7:00 p.m.**

i. **Presentation – City Clerk (if needed)**
ii. **Presentation - Planning and Development**
iii. **Finalize and approve Capital Improvement Plan 2024-2028**
iv. **Finalize and approve Construction Capital Improvement Plan 2024-2028**

11. **Adjourn** – Motion by Caravello/Majewski to adjourn at 10:23 p.m. The motion passed 7-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

Finance Committee of the City of Stoughton
Tuesday, August 8, 2023 at 6:00 p.m.

The meeting was a hybrid meeting located in the City Council chambers of the Public Safety Building at 321 S. Fourth St as well as concurrently held via Zoom.

Committee members present: Brett Schumacher (Chair), Lisa Reeves (Vice Chair), Leonard "Ozzie" Doom, Ben Heili, Greg Jenson (remote, arrived 6:10 p.m.), Tim Swadley (Mayor, ex-officio) and David Thomas
Members absent: None
Guests present: Dave Ehlinger, Tammy Nimmo, Al Reuter (Reuter, Whitish & Evans, SC) and Rodney Scheel

1. **Call to order** – Schumacher called the meeting to order at 6:01 p.m.
2. **Roll call and verification of quorum** – Six members, comprising a quorum, were present. Once Jensen arrived at 6:10 p.m. all members were present.
3. **Certification and compliance with open meetings law** – Schumacher indicated the meeting was in compliance.
4. **Public comment** - None
5. **Communications**
    a. **Federal Asset Forfeiture Program update 07-31-2023** – Ehlinger recapped the funds received but indicated that specific questions regarding what the funds could be spent on should be directed to the Police Department.
    b. **Uniroyal Technology Corp. stock certificate** – Ehlinger recapped the known history of this stock certificate.
    c. **Greenspire property dead trees update 08-01-2023** – Ehlinger recapped the recent history. Reeves requested the Stoughton Housing Authority be updated regarding number of trees involved as well as future plans for tree planting.
6. **Reports**
    a. **Preliminary levy limit calculation 2024 budget 08-01-2023**
    b. **Preliminary net new construction values 2024 budget 07-27-2023**
    c. **Preliminary equalized value 2024 budget 07-27-2023** – Ehlinger briefly recapped each report and their effect on the 2024 budget. No questions were raised.
7. **Approval of minutes of July 25, 2023** – Motion by Reeves/Heili to approve the minutes as drafted. The motion passed 7-0.
8. **R-125-2023 Affirm city payment of Minnesota Life basic life insurance premiums for all covered employees** – Ehlinger recapped the topic and recommended that the applicable form be signed and provided to Employee Trust Funds so as to continue with past practice. Schumacher questioned whether this was a one-time requirement or had to be repeated and Ehlinger indicated it only needed to be done once until the Common Council wished to change the past practice. Motion by Heili/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.
9. **R-126-2023 Closure of Fidelity Investments accounts owned by Firefighters Pension Board –** Ehlinger recapped the background for the committee and indicated that the City Attorney concurred that this was the best route to go forward. Motion by Reeves/Thomas to recommend approval to the Common Council as drafted. The motion passed 7-0.
10. **R-127-2023 Pre-annexation agreement for Greenbriar Farms Limited Partnership –** Scheel

recapped the resolution and related documentation. Motion by Heili/Doom to recommend approval to the Common Council as drafted. The motion passed 7-0.

11. **R-xxx-2023 Amend 2023 adopted budget for closure of Fund 412 Equipment Replacement** – Ehlinger recapped the history of activity in this fund along with his recommendation to close the fund. General discussion on the topic occurred. Motion by Doom/Heili to recommend approval to the Common Council as drafted. The motion passed 7-0.
12. **Future agenda items**
    a. **August 22, 2023**
        i. **July fiscal reports**
        ii. **R-xxx-2023 Establish City policy for facility rental charges to Stoughton Utilities and Emergency Medical Services** – Ehlinger briefly recapped the status of this policy.
        iii. **R-xxx-2023 Repeal of city policy for scheduled building maintenance fund**
        iv. **DPW Site remediation bid specs (time sensitive item)** – Ehlinger indicated that we are still waiting for information from the consultant.
        v. **Emmi Roth cost reimbursement agreement and updated TIF application** – Ehlinger briefly recapped the pending TIF application and that this item will be provided to both Ehlers and the committee for their information.
    b. **September 12, 2023**
        i. **R-xxx-2023 Debt Issue 2023A** – Ehlinger indicated the process has been started with Ehlers on this debt issue.
        ii. **Single Audit report**
    c. **To be determined – Creation and/or modification of city policies**
        i. **R-xxx-2023 Establish policy for retirement sick leave payout reserve**
        ii. **Future treatment of costs eligible for special assessments and related interest rate**
        iii. **Updates to fund balance policy, including policy specific to K-9 Fund**
        iv. **Potential revisions of Capital Improvement Plan and Debt Management policy**
        v. **Update policy regarding city asset disposal**
    d. **To be determined – Other**
        i. **Update regarding marketing of ARPA business revolving loan program**
        ii. **Yahara Riverfront Development developer and property sale agreements**
        iii. **Municipal Court receivables / debt collection policy**
        iv. **Creation of overlay downtown Tax Incremental District** – No other topics were requested to be added.
13. **Adjourn** – Motion by Doom/Heili to adjourn at 6:27 p.m. The motion passed 7-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton

PERSONNEL COMMITTEE MEETING MINUTES
Monday, March 6, 2023 @ 5:30 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Mayor Swadley (ex-officio member), Director Gillingham
Late but excused: Greg Jenson
Via Zoom: Fred Hundt (Vice Chair), Brett Schumacher
Also attending: Chief Ripp

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 5:44 pm.

2. **Approval of the minutes from the Thursday, January 19, 2023 and February 27, 2023 Personnel Meetings**
   Motion to approve, Hundt, Schumacher second, Approved 3-0

3. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - DOT Randoms – New vendor (InCheck) and we were able to partner with Stoughton Hospital so that our employees can go there for testing.
   - Have worked out timesheet verification 19-02.
   - Corrected Police Holiday issue.
   - Notified all employees regarding ICI ability to take 30 days if they had elected a higher amount of days (60 or 90).
   - Organized supply room and cabinets.
   - City employees attended CVMIC Work Plan meeting. Three priorities for 2023:
     1. Signed all Leadership up for HR 101 back to basics.
     2. Reasonable Suspicion
     3. Anti-Harassment
   - HR starting DEI assessment with CVMIC
   - 1095's were completed and government filing completed as well.
   - School Job Fair scheduled for 3/22.
   - Open Positions:
     1. Forestry Intern
     2. Troll Beach Lifeguards & Front Desk Staff
     3. LT Seasonal Park's Maintenance
     4. PD Office Manager
     5. PW Long Term Park's Seasonal Maintenance
     6. CSO
   - Terms:
     1. Andy Johnson
     2. Nathan Anfinson
   - Hired PT Custodian in the midst of onboarding.
   - Chad O'Neil accepted the Lieutenant position.

4. **Discussion and possible action regarding 2023 Fire Department Org chart**
   Chief Ripp explained the hierarchy and the needs of the department. (See attached meeting documents.) There was some discussion regarding the organizational charts and duties. Chief Ripp stated that this will distribute the experience of the employees and volunteers more evenly between the companies within the fire department. He further stated that the org chart is strictly

for rank purposes. There was some discussion regarding a City ordinance that limits the number of Captains and Volunteers the department can have.
Motion to send recommendation to Public Safety for review of the ordinance, Schumacher Jenson, second. Approved 4-0

5. **Discussion and possible action regarding Fire Department Assistant Fire Chief position description**
Director Gillingham stated that there had never been a position description for this position. She stated that Ripp had used information from other position descriptions from the department and put together this position description. She also stated that there is no pay attached to the position because it is a Volunteer position. After some discussion, it was decided that convince or persuade should first be removed from the position description and then it would be approved.
Motion to approve with change completed, Schumacher, Hundt second. Approved 4-0

6. **Discussion and possible action regarding Fire Department Captain description**
Director Gillingham stated that this position was much the same language as the Assistant Fire Chiefs. She also stated that there is no pay attached to the position because it is a Volunteer position. There was some discussion regarding the requirements for the position as it pertains to driving fire trucks. Chief Ripp stated that although the department is exempt from its drivers obtaining CDL's (Commercial Driver's License), they ***are*** required to follow the guidelines for CDL holders. Chair Reeves asked that the same language be removed from this position description as the last.
Motion to approve with the changes above completed, Hundt, Schumacher second, Approved 4-0

6:25 pm: At this point, Vice-Chair Hundt stated he needed to leave for another meeting.

7. **Discussion and possible action regarding Public Works Office Manager position description**
Director Gillingham stated that Wagner had an offer for another position. She stated that she and Director Hebert had met to discuss what to do and Hebert stated Wagner had pretty much been doing the duties of Office Manager. Mayor Swadley stated that Director Gillingham and he met with the Finance Director for funding. Mayor Swadley also stated the funds were available to fund the raise in pay as well. Director Gillingham stated the only thing left was for the position description to be approved. There was some discussion regarding the duties listed.
Motion to approve, Schumacher, Jenson second. Approved 3-0

8. **Discussion and possible action regarding Public Works Athletic Facilities Superintendent position description**
Director Gillingham stated that this position had already been approved in the budget. She stated that the position is in charge of the facilities and fields. Parks Supervisor and Director Hebert had identified that there was a need for this position and that they had moved one of their existing employees into the position so it was filled internally. There was some discussion regarding any funds coming in for the use of the baseball diamonds, etc.
Motion to approve, Jenson, Schumacher second. Approved 3-0

9. **<u>Future Agenda Items</u>**

Additions or changes to future agenda items written in red:

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation
- ***Uniforms (added)***
- ***Updates to Work Rules (added)***

10. ***Motion to adjourn, Jenson, second Schumacher, Approved 3-0. Meeting adjourned 6:45 pm.***

Respectfully submitted 3/7/2023 by HR Generalist Skarda

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, May 3, 2023 @ 5:30 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Brett Schumacher (Vice-Chair), Tom Majewski, Mayor Swadley (ex-officio member), Director Gillingham
Missing Unexcused: Jonathan Schroerlucke
Also attending: Tyler Denig

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 5:37 pm.

2. **Election of Chair – Director Gillingham to ask for nominations**
   Director Gillingham called for nominations for Chair. Majewski nominated Reeves. Director Gillingham asked for other nominations three times. Reeves accepted. Motion to approve Majewski, second Schumacher, Approved 3-0

3. **Election of Vice-Chair – Newly elected Chair to ask for nominations**
   Chair Reeves called for nominations for Vice-Chair. Majewski nominated Schumacher. Chair Reeves asked for other nominations three times. Schumacher accepted. Motion to approve Majewski, second Reeves, Approved 3-0

4. **Discussion regarding future meetings regarding day and time**
   There was some discussion. The decision was made to stay with the first Monday of each month but return to 6 pm for the start time.

5. **Approval of the minutes from the Monday, March 6, 2023 Personnel Meeting minutes**
   Motion to approve, Schumacher, Reeves second, Approved 3-0

6. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - Open Records requests
   - WC (Workman's Comp) Report) was completed by Generalist Skarda and they had uploaded to the CVMIC website.
   - Interviews – PFC interviews conducted and certified three candidates. Offers made to two candidates, both accepted other offers. Third candidate notified us of that they accepted another position. Director Gillingham stated she is trying to come up with a better way to streamline the process of hiring Police Officers as the process takes too long and we will continue to lose viable candidates.
   - Generalist Skarda is working on new ads and advertising for the Fire Dept. to help with recruitment.
   - EMS is doing a great job with recruitment.
   - Hired Laura Trotter as the new Volunteer/Program Coordinator for the Senior Center. She will be an excellent fit with her skill set.
   - Hiring for Senior Center Administrative Assistant. We are working on the position description.
   - Hiiring Machine Operator. Interviews completed. Finalists participating in skills assessment next week.
   - Interviews for the Utilities Asset & Facilities Coordinator all day on 5/4/23.

7. **Discussion and possible action regarding Covid sick time coverage removal**
   Director Gillingham stated that since Dane County was ending its COVID policy on May 11th, the City's COVID Policy should as well. She thanked them for supporting the employees in this way through the COVID pandemic.
   Motion to end the City's COVID Policy Schumacher, Majewski second. Approved 3-0

8. **Discussion and possible action regarding sick/vacation with leave of absence**
   Discussion regarding the current policy and what other organizations are doing in regards to exhausting time off banks prior to time off without pay.
   Motion to move forward with the change to leave of absence policy to be reviewed by Personnel once written, Majewski, Schumacher second. Approved 3-0

9. **Discussion and possible action regarding July Personnel meeting**
   Director Gillingham stated that the July meeting would fall on the 3rd, a day when many employees would likely be off and alders out of town, etc. and she suggested that the meeting be rescheduled to the next week. After some discussion, it was decided that the 17th of July would work.

10. **Future Agenda Items**
    Additions or changes to future agenda items written in red:
    - Leadership Backup Plan
    - Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
    - Disciplinary Action & Compensation
    - Uniforms (added)
    - Updates to Work Rules (added)

11. ***Motion to adjourn, Schumacher, second Majewski, Approved 3-0. Meeting adjourned 6:35 pm.***

Respectfully submitted 5/23/2023 by HR Generalist Skarda

PERSONNEL COMMITTEE MEETING MINUTES
Monday, June 5, 2023 @ 6:00 pm
Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Brett Schumacher (Vice-Chair), Tom Majewski, Mayor Swadley (ex-officio member), Director Gillingham
Missing Unexcused: Jonathan Schroerlucke
Also attending: Tyler Denig (excused himself when the meeting went into a closed session.)

1. **CALL TO ORDER:**
   Chair Reeves called the meeting to order at 6:01 pm.

2. **Approval of the minutes from the Wednesday, May 3, 2023 Personnel Meeting minutes**
   Motion to approve, Majewski, Schumacher second, Approved 3-0

3. **Communications/Updates**
   Director Gillingham gave the Committee members updates on:
   - Hiring Tim Reel to replace Grady as Utilities Asset & Facilities Supervisor.
   - Police Officer PFC Interviews tomorrow.
   - CSO John Basco hired and additional CSO's to be hired and share hours.
   - New Parks Machine Operator Tye Michiels hired.
   - Laura Trotter hired as Senior Center Program & Volunteer Coordinator.
   - Marcia Standard was hired as Administrative Assistant.
   - Hired two Media Techs – Max and Stephen.
   - Dispatcher Tracie Bauer gave notice, will be recruiting for another Dispatcher.
   - Kristin Ott retired.
   - 19 new Recreation employees onboarded. 10 new and 9 returning.
   - Tobie hired as Softball Supervisor.
   - Brian Erickson retiring July 28th. Recruiting for position replacement.
   - Martin Briggs retiring December 31st.
   - Public Employee Appreciation Day HR coordinated – Mayor made rounds to all departments with cookies.
   - K9 comp adjusted for PJ Johnson.

Moved to closed at 6:13 pm for personnel update regarding a personnel issue.
Chair Reeves read the closed session statement:
** May move to closed session per State Statute 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.
Director Gillingham was tasked by Majewski with obtaining/writing a procedure for when a Director is not following through/the Director is not doing their job.
Moved to open session 6:45 pm
Motion to approve, Majewski, Schumacher second, Approved 3-0

4. **Discussion and possible action regarding drug screens for new employees**
   It was decided to move this to the next Personnel meeting.

5. **Discussion and possible action regarding Library Children's Services Assistant Position Description**
   Discussion regarding the position description.
   Motion to send to Council for approval, Majewski, Schumacher second. Approved 3-0

6. **<u>Discussion and possible action regarding Dispatcher Position Description</u>**
   Director Gillingham stated there was a small amount of wordsmithing done to the information HR was given for the position description.
   Motion to approve, Majewski, Schumacher second. Approved 3-0

7. **<u>Future Agenda Items</u>**
   Additions or changes to future agenda items written in red:
   - Leadership Backup Plan
   - Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
   - Disciplinary Action & Compensation
   - Uniforms :

   Some discussion regarding uniforms. Majewski tasked Director Gillingham with getting a draft ready to present at the next Personnel Meeting.
   - Updates to Work Rules

8. ***Motion to adjourn, Majewski, Schumacher second. All in Favor 3-0. Meeting adjourned 6:55 pm.***

Respectfully submitted 6/30/2023 by HR Generalist Skarda