

City of Reedsburg Personnel Committee Minutes
July 22, 2014

Present: Phil Peterson, Megan Cowan, Dave Knudsen.
Absent: Don Hull, Lavinda Carlson.
Others: Ken Witt.

Chairman Peterson called the meeting to order at 5:00pm.

**Moved by Cowan and seconded by Peterson to approve minutes from June 24, 2014.
Motion carried 3-0.**

Court Clerk job duties and transferring some working hours from the position down to the police station were discussed. **Moved by Knudsen not to transfer hours of the Court Clerk position down to the police station. Motion died for lack of a second.** The position is slated to change to 32 hours per week from the current 40 hours per week. Chairman Peterson would like to review the change in two months to consider how things are working out. Personnel would like to see a more detailed staffing analysis by the Police Chief on his need for additional labor hours.

Amendment of the personnel manual to allow part-time employees to receive benefits was discussed. No motions made to make a change.

Logoed shirts for staff were discussed. Personnel liked the idea to improve brand recognition and employee identification.

Moved by Cowan and seconded by Knudsen to adjourn. Motion carried 3-0. Meeting adjourned at 6:08pm.

Respectfully submitted,

Ken Witt
Administrator/Clerk/Treasurer