

City of Reedsburg
Personnel Committee Minutes
August 6, 2018

Present: Phil Peterson, Dave Knudsen, and Don Hull
Absent: Tiffany Schulte and Craig Braunschweig
Others: Stephen Compton, Jacob Crosetto, Tim Becker, and Press.

Chairman Phil Peterson called the meeting to order at 5:07 p.m.

Approval of the Minutes from June 4, 2018

Motion by Knudsen, second by Hull to approve the minutes from April 2, 2018. Motion carried 5-0.

GENERAL BUSINESS

A. Job Descriptions

- a. Administration – Municipal Court - Court Clerk – Revision 2018
 - i. **Motion: Knudsen, Second: Hull to approve the job description, noting that the City Administrator and Clerk-Treasurer should add that the position be bondable. Motion carried 3-0.**
- b. Administration – Community Development – Weed Commissioner – Revision 2018
 - i. **Motion: Knudsen, Second: Hull to approve the job description after removing “Until the City feels the need to hire a part-time or full-time position”. Motion carried 3-0.**
- c. Public Works/Engineering – Engineering Technician – Revision 2018
 - i. **Motion: Knudsen, Second: Hull to approve the job description as proposed. Motion carried 3-0.**

B. Police Department

- i. School Resource Officer.
 1. **Motion: Hull, Second: Peterson to approve the second School Resource Officer position as proposed. Motion carried 2-1 with Knudsen voting no.**

C. Employee Handbook

- a. **Motion: Knudsen, Second: Hull to forward the updated Employee Handbook to the Council with the agreed upon changes. Motion carried 3-0.**

D. Closed Session

- a. **Motion: Knudsen, Second: Hull to enter closed session. Motion carried 3-0 at 7:24 p.m.**
- b. **No Action Taken**

A motion was made by Hull and seconded by Knudsen to adjourn. Vote: 3-0; Motion carried. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Jacob Crosetto
City Clerk-Treasurer