

PERSONNEL COMMITTEE MEETING

February 28, 2024

The meeting of the Personnel Committee was called to order at 6:30 p.m. by Village President Kim Blumer at the Albany Village Hall, 206 North Water Street, Albany, WI. Members present were: Blumer, Michelle Monson, Fred Johnson, Roald Henderson, Larry Nipple, Tonya Stephan and Bert Hefty. Also present: Robert Ritter, Michelle Brewer and Missy Pryce.

Proof of posting was verified.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS: Nothing.

VILLAGE HALL OFFICE HOURS: Brewer explained that the personnel manual for the village clerk's office hours were currently set to four-ten hour days, forty hours per week, Monday through Friday from 7am to 5pm. Brewer would like to add the option to work eight hour days, forty hours per week, Monday through Friday from 8am to 4pm. Motion by Monson, seconded by Hefty, to add the eight hour day option to the personnel manual to give the office employees the option of working eight or ten hour days with the schedule to be set so that the office is staffed five days Monday through Friday each week. Carried.

Brewer and Pryce expressed concern with the amount of work the clerk's office staff has, especially with the added monthly utility billing. Brewer and Pryce suggested an option of finding a solution to close the office to the public for a certain timeframe so the office can get caught up with the work flow. Motion by Monson, seconded by Stephan, to close the office to the public on Wednesdays effective March 13, 2024 for an undetermined amount of time. Carried.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS: Nothing.

Brewer and Pryce left the meeting.

ADJOURN TO CLOSED SESSION: Motion by Monson, seconded by Stephan, to go into closed session under §19.85(1)(c). Roll call vote: Blumer—yes; Monson—yes; Johnson—yes; Nipple—yes; Stephan—yes; Hefty—yes. Carried.

RECONVENE TO OPEN SESSION: Motion by Michelle, seconded by Stephan, to reconvene to open session. Roll call vote: Blumer—yes; Hefty—yes; Nipple—yes; Monson—yes; Stephan—yes. Carried.

RECOMMENDATIONS FROM CLOSED SESSION: Motion by Nipple, seconded by Hefty, to have Chief Ritter continue to run the police officer ad to ensure we have adequate staff. Carried.

ADJOURNMENT: Motion by Monson, seconded by Hefty, to adjourn. Carried.

KIM BLUMER, Chairperson
Personnel Committee
7:22 p.m.