

PERSONNEL COMMITTEE- minutes  
Friday June 19<sup>th</sup>, 2026

Committee Members: Mark Honkomp, Chairperson; Dan Sullivan, Mike Guillemot - excused

1. **Call to Order**-Mark called the meeting to order at 1:30pm.
2. **Discussion on minutes from Personnel Meeting and Board meeting** – the committee reviewed the minutes from previous meetings.
3. **Discussion and possible action on employee handbook updates** – some discussion took place on how the handbook is written and when it was amended. Reviewed sections related to overtime and call in time. No changes were made
4. **Discussion and possible action on implementing Inclement Weather and Outage policy** – Reviewed draft of new policy for when inclement weather occurs and if the village municipal center were to close. Discussed the generator and the municipal center becoming an emergency shelter. Discussed including provisions for adjusted work schedules when road conditions make travel unsafe. Attendance expectations and compensation during weather-related absences were reviewed. Employees unable to report to work would have the option to use vacation or compensatory time, or take unpaid leave. No recommendations at this time as draft will need to be reviewed by attorney. Referred to next meeting.
5. **Referrals for next meeting** – Inclement Weather policy and quotes for maintaining bathrooms at S Biron Drive Park, Boat Landing and Aqua Skiers site.
6. **Adjourn** – Motion Sullivan second Honkomp to adjourn at 2:00pm. Motion carried.

Minutes by: Samantha Daugherty