

**Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center, Community Room
200 Spring St, Cambridge
Monday, July 14th, 5:30 p.m.**

1. Call To Order/Roll Call
2. Convene into Closed Session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Clerk/Deputy Treasurer Position
3. Reconvene into Open Session
4. Possible action taken on closed session items
5. Proof of Posting
6. Public Comment
7. Approval of Minutes
 - a. Approval of Personnel Committee Minutes: July 10, 2025
8. Any Other Business to be Brought Before the Committee
9. Adjournment

NOTE:

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

Lucy Peterson, Administrator/Treasurer/Deputy Clerk

**Village Of Cambridge
Personnel Committee Meeting
Amundson Community Center, Community Room
200 Spring St, Cambridge
Thursday, July 10th, 5:30 p.m.
Minutes**

1. Call To Order/Roll Call: Chairman Kreklau called the meeting to order at 5:43pm. Members present: Trustees Blackwood, and Kreklau. Others present: Lucy Peterson, Administrator/Treasurer/Deputy Clerk, Cody Garcia, and Mary Cebertowicz.
2. Proof Of Posting: The agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Badger Bank and the Village Website.
3. Approval of Minutes from Meeting: May 29, 2025: *Trustee Blackwood made a motion to approve the minutes as approved, seconded by Trustee Kreklau. Motion carried.*
4. Public Appearances/Citizen Input: None
5. Discussion and Possible Action Regarding:
 - a. Review and Revision of Employee Handbook on Personnel Records (pg. 7) through Employment Policies (ending on pg. 12)
5a was postponed until a future meeting.
 - b. Insurance buyback option for employees not utilizing Village insurance
The committee discussed different options for health insurance opt out. The committee members and village staff will continue to explore options and discuss them at a future meeting.
 - c. Computer punch in/out process for timecards
The committee discussed different options for staff to punch in/out to assist with the recording of hours worked. This item will be revisited at a future meeting if needed. The Administrator will work with the future Public Works Director to determine the needs regarding this matter.
 - d. Review of Public Works timesheets
The committee discussed the public works/water/sewer employee timesheets. It was determined that improvements are needed. Administrator Peterson will continue to gather more information on what codes are required for tracking for purposes such as reporting and grant applications. This item will be revisited at a future meeting.
6. Convene into Closed Session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: Public Works Director Position and Personnel Matter
Trustee Blackwood made a motion to convene into closed session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees, Public Works Director Positions and Personnel Matter, seconded by Trustee Kreklau. Motion carried on a 2-0 roll call vote.

7. Reconvene into Open Session: *Trustee Kreklau made a motion to reconvene into Open Session, seconded by Trustee Blackwood. Motion carried on a 2-0 vote.*
8. Possible action taken on closed session items
Trustee Blackwood made a motion to direct staff to invite Public Works Director candidates to provide a letter of interest for the position and attend an interview with joint Personnel/Public Works Committee on Wednesday July 16th, 2025, at 6:30pm, Seconded by Trustee Kreklau. Motion carried on a 2-0 roll call vote.
9. Any Other Business to be Brought Before the Committee
 - a. Begin review of the handbook on Personnel Records (pg. 7) through Employment Policies (ending on pg. 12)
 - b. Insurance buy back for those not taking insurance.
 - c. Review of Public Works time sheets
10. Adjournment: Trustee Blackwood made a motion to adjourn the meeting, seconded by Trustee Kreklau. Motion Carried. The meeting was adjourned at 8:00 p.m.

NOTE:

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

Lucy Peterson, Administrator/Treasurer/Deputy Clerk