

**MINUTES**

**VILLAGE OF SURING PERSONNEL COMMITTEE MEETING**

**FRIDAY, SEPTEMBER 1, 2023 AT 8:20 AM**

**SURING MUNICIPAL BUILDING, LEARNING CENTER ROOM II – 604 E MAIN STREET, SURING, WI 54174**

1. **Meeting Called to Order** by Village President Steffeck at 8:30 AM.

Roll Call: Bengtson, Kohlwey, Kramp, and Steffeck. Also present: Trustee Neiling, Clerk-Treasurer Kim Gruetzmacher, and Public Works Employee Lee Mikle.

2. **Agenda** motion to approve agenda made by Kohlwey and second by Bengtson. All ayes. Motion carried.

**Open Meeting Notice** statement made by Clerk-Treasurer.

3. **Public Input**: None.

4. **CLOSED SESSION**: Motion to convene in closed session on the following matters: State Statute 19.85(1)(c) - Personnel - Motion to go into closed session to included everyone in room was made by Kohlwey and second by Kramp. All ayes. Motion carried. Went into closed session at 8:30 AM.

**NO PHONES OR OTHER RECORDING DEVICES ALLOWED**

5. **OPEN SESSION**: Motion to convene in Open Session to make motions from closed session – Returned to open session at 9:34 AM. No action taken from closed session.
6. Discussion and possible action on Employee Handbook, no action taken. Committee continued to review the draft of the new handbook. Committee requested clerk to make changes to the handbook that have been discussed to date. Committee will continue to work through the draft at the next committee meeting.
7. **CLOSED SESSION**: Motion to convene in closed session on the following matters: State Statute 19.85(1)(c) - Personnel - Motion to go into closed session to included trustees, president, clerk and deputy clerk made by Bengtson and second by Kramp. All ayes. Motion carried. Went into closed session at 11:17 AM.

**NO PHONES OR OTHER RECORDING DEVICES ALLOWED**

8. **OPEN SESSION**: Motion to convene in Open Session to make motions from closed session – Returned to open session at 11:29 AM. No action taken from closed session.
9. **ADJOURNMENT** – Motion to adjourn made by Kramp and second by Bengtson. All ayes. Motion carried. Meeting adjourned at 11:34 AM. Next meeting scheduled for October 3, 2023 at 1:30 PM.

Minutes prepared by Clerk-Treasurer, Kim Gruetzmacher