

MINUTES

VILLAGE OF SURING PERSONNEL COMMITTEE MEETING

MONDAY, OCTOBER 30, 2023 AT 1:30 PM

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

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

Roll Call: Bengtson, Kohlwey, Kramp, and Steffeck. Also present: Trustee Neiling, Clerk-Treasurer Kim Gruetzmacher, and Deputy Clerk-Treasurer Pat Sleeter.

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

Open Meeting Notice statement made by Clerk-Treasurer.

3. **Public Input:** None.

4. Discussion and possible action on Recycle Center Attendants Payroll Date. Motion to approve recycle center attendants to be paid with the first payroll on the month made by Bengtson and second by Kohlwey. All ayes. Motion carried.

Clerk inquired if there was a reason that we waiting to pay recycle center attendants. The recycle center attendants turn their payroll information in at the end of the month or right away the first few days of the month. Question was is there a process in place of why we wait for finance committee to approve the payroll and then the Village Board to approve before payroll is processed. Per the budget, the finance committee knows the hours that are worked and how much payroll will be each month. Committee agreed recycle center attendants can be processed with all other employees payroll.

5. Discussion and possible action on Employee Handbook, no action taken. Committee continued to review the draft of the new handbook. Committee asked Clerk to follow up again with League of Municipalities on termination/retirement questions and benefits. Committee will return once the League of Wisconsin Municipalities have gotten back to the Village Clerk.

6. **CLOSED SESSION:** Motion to convene in closed session on the following matters: State Statute 19.85(1)(c) - Personnel - No closed session needed.

NO PHONES OR OTHER RECORDING DEVICES ALLOWED

7. **OPEN SESSION:** Motion to convene in Open Session to make motions from closed session – N/A

8. **ADJOURNMENT** – Motion to adjourn made by Bengtson and second by Kramp. All ayes. Motion carried. Meeting adjourned at 4:05 PM.

Minutes prepared by Clerk-Treasurer, Kim Gruetzmacher