

MINUTES

VILLAGE OF SURING PERSONNEL COMMITTEE MEETING

WEDNESDAY, MAY 8, 2024 AT 9:00 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 9:00 AM.
Roll Call: Bengtson, Kohlwey, Kramp, and Steffeck. Also present: Clerk-Treasurer Kim Gruetzmacher, Deputy Clerk-Treasurer Pat Sleeter, Library Director Jill Trochta, Public Works Director Jeff Tienor, and Public Works Employee Lee Mikle.
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 employee handbook – Motion to make modifications as discussed and present final draft to Village Board made by Kohlwey and second by Bengtson. All ayes. Motion carried.
Committee reviewed draft handbook with employees. Employees were allowed to ask questions, receive clarification, and discuss the draft handbook that was presented to them a week prior to review. Items addressed were compensation time, vacation time, sick time, clothing reimbursement, and driving sections.
5. **CLOSED SESSION**: Motion to convene in closed session on the following matters: State Statute 19.85(1)(g) – Conferring with legal counsel for legal advice concerning strategy to be adopted by the board with respect to litigation or enforcement matters in which the board or its designees are likely to become involved: complaints – No closed session needed.
NO PHONES OR OTHER RECORDING DEVICES ALLOWED
6. **OPEN SESSION**: Motion to convene in Open Session to make motions from closed session – N/A.
7. **ADJOURNMENT** – Motion to adjourn made by Kramp and second by Kohlwey. All ayes. Motion carried. Meeting adjourned at 11:01 AM.

Minutes prepared by Clerk-Treasurer, Kim Gruetzmacher