

MINUTES

VILLAGE OF SURING PERSONNEL COMMITTEE MEETING

MONDAY, JUNE 30, 2025 AT 8:30 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: Kohlwey, Kramp, Nieling, and Steffeck. Also present: Clerk-Treasurer Kim Gruetzmacher and Deputy Clerk-Treasurer Pat Sleeter.

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

Open Meeting Notice statement made by Clerk-Treasurer.

3. Public Input: None.

4. Discussion and possible action on Police Chief job description – no action taken. Clerk presented to the committee other area agency's chief of police job description. Committee reviewed the samples and asked Clerk of prepare a draft the items discussed to bring to the next committee meeting.

5. Discussion and possible action on Police Chief duties/expectation – no action taken. Committee stated these items will be included with the Police Chief job description.

6. Discussion and possible action on Employee Handbook – no action taken.

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 include committee, Village President, clerk, and deputy clerk made by Kramp and second by Nieling. All ayes. Motion carried. Entered into closed session at 9:24 AM.

NO PHONES OR OTHER RECORDING DEVICES ALLOWED

8. **OPEN SESSION:** Motion to convene in Open Session to make motions from closed session – No action taken. Returned to open session at 10:00 AM.

9. ADJOURNMENT – Motion to adjourn made by Nieling and second by Kramp. All ayes. Motion carried. Meeting adjourned at 10:03 AM. Next personnel meeting scheduled for Monday, July 7, 2025 at 1:00 PM.

Minutes prepared by Clerk-Treasurer, Kim Gruetzmacher