

# **FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES**

## **MAY 20, 2025**

The meeting was called to order by Mayor Mike McDermott at 6:30 PM. Present at roll call were: Mayor Mike McDermott, Dave Roelli, Steve Pickett, and Kerry Black. Absent: None. Also present were: Kim Winslow, Heather Blossch, Cindy Corley, Joe Boll, John Sonsalla, Jeff McCarthy, and Amy Johnson.

Motion by Pickett, seconded by Black, that the meeting notice and agenda were properly posted. Motion carried. Motion by Pickett, seconded by Roelli, to approve the minutes of the previous meeting. Motion carried.

Under new business, discussion was held concerning adjusting the work week schedule for the Department of Public Works. Jeff McCarthy attended the meeting to answer any questions. The requested work week schedule is a nine-hour workday Monday through Thursday, and a four-hour workday on Friday. The department understands that they will remain on call outside of their normal work hours. After discussion and consideration, motion by Black, seconded by Pickett, to approve the work week schedule for the Department of Public Works as presented. Motion carried.

Discussion was then held concerning adjusting the work week schedule for the City Office personnel. A City Hall Hours Survey from several municipalities in Wisconsin was included in the packet for review by the Committee. The requested work week schedule is an eight-and-a-half-hour workday Monday through Thursday, and a six-hour workday on Friday. After discussion and consideration, motion by Black, seconded by Roelli, to approve the work week schedule for the City Office Personnel as presented. Motion carried.

Discussion was also held concerning updating the City's Employee Handbook and Personnel Policy. The change is being recommended due to the approval of the adjusted work week schedules for the Department of Public Works and City Office Personnel. Two additional bullets will need to be added to the "Work Hours" section:

- The Department of Public Works employees' regular work week will be 40 hours, excluding meal periods, performed in four, nine-hour workdays Monday through Thursday, and one, four-hour workday on Friday.
- The City office employees' regular work week will be 40 hours, excluding meal periods, performed in four, eight-and-a-half hour workdays Monday through Friday, and one, six-hour workday on Friday.

After discussion and consideration, motion by Pickett, seconded by Roelli, to accept the update to the City's Employee Handbook and Personnel Policy as presented. Motion carried.

There being no further business for this meeting, motion by Black, seconded by Roelli, to adjourn the meeting at 6:42 PM. Motion carried.

**CITY OF DARLINGTON**

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Amy L. Johnson, Clerk-Treasurer