

The Ledgeview Personnel Committee held a meeting on July 3, 2013 at the Ledgeview Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

The meeting was called to order at 7:35 a.m. by Chairperson Geurts  
Members present were Tim Beno, Ken Geurts, Joe Schlag, and Dave Tellock. Marc Hess was excused Sarah Burdette, Clerk/Administrator was also present.

1. **Agenda Approval**  
Motion made by Schlag, seconded by Beno to approve the agenda. The motion carried unanimously.
2. **Public Comment.** None.
3. **Approval of Minutes: June 5, 2013.**  
Motion made by Geurts, seconded by Beno to approve the minutes. Hess abstained. Motion carried.
4. **Communications.** None.
5. **Old Business.**
  1. **Review and edit employee handbook draft.**  
The committee continued the review and related comparison of the current Ledgeview manual and that of the Brown County template model, specifically the requirements for FSLA regulations for exempt and non-exempt employees. Burdette provided information on parameters for hours worked and how they are characterized for hourly and salary employees. The Town of Ledgeview current employee handbook does not clarify differences in time worked, like earned time off, compensatory time, core hours, etc. that should be included in an employee manual and per the terms of all FSLA requirements. The committee reviewed sample language as provided for by other Brown County communities and evaluated and recommended that revised language, accordingly, to be included in the template document for inclusion in the into the overall update.  
  
No additional action taken.
  2. **Review draft ordinances for establishing Chapter 2 of the Ledgeview Town Code related to Government and Administration.**  
Burdette reviewed with the committee the draft ordinance and highlight areas that either need further direction or clarification on by the committee. Committee members had questions about appointment requirements of the Clerk and Treasurer, provided feedback on the constable position as well as had questions on the language about the Building Inspector and Code Enforcement Officer appointments and authority. The committee felt comfortable with the remaining language in the draft as it related to the Town Board

meeting procedures. The discussion finally referred to the creation of a Public Works Committee, particularly about the type of agenda items and the composition of such committee. They requested that Burdette review such detail with the appropriate town staff.

No action required at this time.

7. **ADJOURNMENT.**

Motion by Geurts, seconded by Tellock to adjourn joint meeting at 8:35a.m. The motion carried unanimously.

*Sarah K. Burdette, Clerk/Administrator  
Town of Ledgeview*