

The Ledgeview Personnel Committee held a meeting on April 8m 2015 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 and Joe Schlag. Bob Voss was excused. Sarah Burdette, Clerk/Administrator was also present.

1. Agenda Approval

Motion made by Beno, seconded by Geurts to approve the agenda. The motion carried unanimously.

2. Public Comment.

John Fiddelke, 3800 Dickinson Road, had questions regarding placement of the committee's minutes on the Town website, how he would be able to obtain a copy of the Town handbook, and if so, could it be provided to him on a thumb drive, how would he obtain a copy of employee wage/benefit information and how a complaint against a town staff person would be handled.

3. Approval of Minutes: February 24, 2015

Motion made by Geurts, seconded by Beno to approve the minutes from the meeting held on February 24, 2015. The motion carried unanimously.

4. Communications.

1. Committee members were given an update on the TID#1 creation and the remaining process that must be completed.
2. An update regarding the future hearing schedule for the Gerbers matter was provided.
3. An update was provided relative to the return of employee Bouchonville.
4. An update was provided as to the review and study that is currently under way by one of the interns relative to future public works employee and service needs.

5. Old Business. None.

6. New Business:

1. Preliminary Review and Discussion on Wage Survey Data: Committee members reviewed the wage survey data that was collected from surrounding and comparable sized communities. They were asked to identify if they had further questions or if they required additional information to be researched and provided at a future meeting. They indicated that they would like information from surrounding communities on the percentage of benefits paid. No further discussion took place and no action required or taken.
2. Review Revisions to Town of Ledgeview Policy and Procedure Manual relative to hiring and recruitment of Employees: Committee members reviewed the related section of the employee manual and discussed

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what administrative items should be considered a “practice” versus language that should or should not be included in a manual. It was determined that no adjustments needed to be made to the language as contained in the handbook. It was determined, however, with any future hires, that any recommendations for employment be clarified as to the extent as to how long an employment offer is valid. No further action needed.

3. Recruitment of Vacant Position on the Personnel & Finance Committee:
The committee was reminded that they have a vacant position that needs to be filled. Recruitment efforts will take place for this vacancy as well as any other committees that have vacant positions.

7. **ADJOURNMENT.**

Motion by Beno, seconded by Schlag to adjourn joint meeting at 8:00am. The motion carried unanimously.

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

A handwritten signature in black ink, appearing to read "S. Burdette p 2 of 2". The signature is written in a cursive, flowing style.