

**FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES**  
**REGULAR SESSION**  
**SEPTEMBER 11, 2013**

The meeting was called to order by Mayor Dave Breunig at 6:30 PM. Present at roll call were: Mayor Breunig, Bev Anderson, Cindy Corley and Dave Gough. Absent: None. Also present were: Al Hinderman, Jason King and Phil Risseeuw.

Motion by Anderson second by Gough that the meeting notice and agenda were properly posted. Motion carried. Motion by Corley second by Anderson to approve the minutes of the previous meeting. Motion carried.

Under unfinished business, motion by Anderson second by Corley to go into closed session in accordance with Section 19.85 (1) (c) Wis. Stats., to review background information regarding applicants for the Municipal Building Maintenance position; and if appropriate select an applicant for this position. Roll Call Vote: All Ayes. Motion carried.

Motion by Anderson second by Gough to reconvene to regular session in accordance with Section 19.85 (2) Wis. Stats., to continue with agenda items. Roll Call Vote: All Ayes. Motion carried. Also present at this open session were: Steve Pickett, Don Osterday, Jeremy Williams and Dennis McGuire.

Under new business, the City's current Personnel Policy was reviewed and discussed. Committee members went through the personnel policy page by page, reviewing the policy and identifying paragraphs requiring revisions. Discussion was held regarding the following policy sections:

- Residency requirement. Due to change in state law, this section needs to be eliminated.
- Hiring of department heads. The wording should be changed to reflect current practice of appointment by the Mayor, recommended by the Finance and Personnel Committee; and approved by the City Council.
- Update number of Wards. The current policy shows ten wards, which has been reduced to six wards after the last census.
- Medical examinations. Change wording to require a medical exam at Medical Associates, with the City providing a list of criteria for the physician to check and verify. And that the City will pay for the cost of the physical, if it's not covered by the individual's insurance coverage.
- Under general rules of conduct for employees, a section needs to be added regarding computer use.
- Under job posting and advertising, this section needs to be re-written to allow for the promotion of a current employee without advertising for the vacant position. This paragraph also needs to be split into two paragraphs.

- Under work week and overtime, the phrase “All Saturday, Sunday and holiday work shall be paid at the time-and-one-half rate” shall be changed to “Unscheduled Saturday, Sunday and holiday work shall be paid at the time-and-one-half rate.”
- Under work week and overtime, a section is to be added allowing comp time, and how long the employee has to use that comp time. And another section is to be added concerning guaranteed call-in pay minimum of one (1) hour.
- The health insurance program wording needs to be changed to match the current wording for the Employee Trust Funds health insurance program, reflecting the cost sharing formula between the City and employee.
- The retirement program wording needs to be changed to reflect the current wording for the Employee Trust Funds retirement program.
- Seasonal and part-time employees were discussed, and when they become eligible for City benefits. Also discussed was if Finance and Personnel Committee approval is required before a part time employee is given enough hours to qualify for retirement benefits.
- A section needs to be added regarding the Family Medical Leave Act.
- Discussion was held concerning the accumulation of sick leave, and use of unpaid sick leave to pay health insurance premiums at retirement.
- Discussion was held regarding one-half paid leave for employees to act as pallbearers or military guards.
- And it was suggested a section be added regarding hiring of related persons. Research will be done with other communities for wording of this section.

There being no further business for this meeting, motion by Anderson second by Gough to adjourn the meeting at 8:37 PM. Motion carried.

CITY OF DARLINGTON

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Philip A. Risseeuw, Clerk-Treasurer