



PERSONNEL & FINANCE COMMITTEE MINUTES

Thursday, February 9, 2022 at 7:30 a.m.

Ledgeview Community Center

3700 Dickinson Road, De Pere, WI 54115

A. CALL TO ORDER

The meeting was called to order by Chairperson Tina Peltier at 7:30a.m.

B. ROLL CALL

Members present were Chairperson Tina Peltier, Joe Schlag, Tim Beno, Al Cheslock and Al Matzke.

Staff present was Sarah Burdette, Administrator.

C. AGENDA APPROVAL

Motion by Beno to approve agenda as written **seconded by** Matzke No further discussion. Motion carried in a voice vote, 5-0.

D. APPROVAL OF THE MINUTES AGENDA

1. Personnel & Finance Committee Minutes from September 8, 2022.

Motion made by Schlag to approve the minutes, **seconded by** Matzke. No further discussion. Motion carried in a voice vote, 5-0.

E. COMMUNICATIONS:

1. Recruitment: Fire Fighters is on-going
2. Recruitment: Seasonal Public Works Staff is on-going
3. Road Maintenance Bids for Summer 2023 are currently out for bid
4. 2022 Annual Audit underway this week

F. OLD BUSINESS: None.

G. NEW BUSINESS:

1. Review and make recommendation on changes to the Ledgeview Policy and Procedure Manual

Burdette provided an overview of changes to the handbook that relate to making improvements and considerations in language that is compatible with firefighter personnel. Discussion ensued on a variety of topics and suggested language edits were made to sections of the handbook.

Motion made by Beno to recommend to the Town Board the amendments to the Town of Ledgeview Employee Handbook as discussed by the Committee, **seconded by** Peltier. No further discussion. Motion carried in a voice vote, 5-0.

2. Review Budget Resolution 2022 R-2023-005 – the 2022 Budget Adjustment for Fund 210 Parks, Recreation and Forestry.

Burdette provided an overview of the budget amendment process and the requested amendment to the 2022 Annual Budget.

Motion made by Cheslock to recommend approval of Budget Resolution 2022 R-2023-005 to the Town Board, **seconded by** Beno. No further discussion. Motion carried in a voice vote, 5-0

H. ADJOURNMENT:

Motion made by Beno to adjourn, **seconded by** Peltier. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 8:45 a.m.

NEXT REGULAR MEETING TBD AS NEEDED.

Respectfully submitted,

Sarah K Burdette

Sarah K. Burdette, Administrator
Town of Ledgeview, Brown County, WI

Approved at the May 18, 2023 Committee Meeting.
Approved at the June 20, 2023 Town Board Meeting.