



PERSONNEL & FINANCE COMMITTEE MINUTES

Thursday, May 18, 2023, 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 7:32 a.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; Renae Peters, Treasurer; Greg Potts, Public Works Director.

C. AGENDA APPROVAL

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

D. APPROVAL OF THE MINUTES AGENDA

1. Personnel & Finance Committee Minutes from February 9, 2023.

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

E. COMMUNICATIONS:

F. OLD BUSINESS: None.

G. NEW BUSINESS:

1. Review and make recommendation on Town of Ledgeview & Sanitary District #2 Credit Card Use Policy

Peters provided an overview of the proposed credit card policy. Committee members suggested that each employee review and sign the policy to acknowledge the terms; that the specific names of institutions be removed and suggested that a form be created if an employee did not turn in a receipt for a credit card transaction.

Motion made by Beno to recommend approval of the policy to the Town Board with the recommended changes, **seconded by** Peltier. No further discussion. Motion carried in a voice vote, 5-0.

2. Review and make recommendation on amendment to Town of Ledgeview Employee Handbook related to Public Works Department employees.

Potts provided an overview of the suggested changes to the employee manual related to compensatory time for public works staff for snow plowing purposes. Staff is recommending the increase of comp time accumulation from 40 hours to 80 hours and the inclusion of holiday pay and vacation pay towards public works 40 hours of work for purposes of calculating overtime. Discussion also ensued about working on a vacation day and funeral leave day.

Motion made by Matzke to recommend changes to the Employee Handbook that would increase comp time to 80 hours and include holiday and vacation pay for public works employees as hour hours worked for snow plowing, **seconded by** Cheslock. No further discussion. Motion carried in a voice vote, 5-0.

H. ADJOURNMENT:

Motion made by Beno to adjourn, **seconded by** Cheslock. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 8:07 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 September 14, 2023, Committee Meeting.

Approved at the September 19, 2023, Town Board Meeting.