

City of Milton
Personnel and Finance Committee Minutes

2/17/2016 - Minutes

1. Call to Order

Ald. Adams called the meeting of the Personnel & Finance Committee to order at 6:30 p.m.

Present: Ald. Dave Adams (via phone), Ald. Theresa Rusch and Ald. Jeremy Zajac.

Also Present: City Administrator Al Hulick, Director of Public Works Howard Robinson, Finance Director Dan Nelson, Police Chief Scott Marquardt, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Rusch moved to approve the agenda. Ald. Zajac seconded, and the motion carried.

3. Approval of Minutes - Personnel & Finance Committee Minutes – January 19, 2016.

Ald. Zajac moved to approve the minutes. Ald. Rusch seconded, and the motion carried.

4. Discussion and Possible Action to Approve Operator's Licenses.

Ald. Zajac moved to recommend to the Common Council to approve the operator licenses as presented. Ald. seconded, Rusch and the motion carried.

5. Discussion and Possible Action Regarding A Claim By Rex Watkins.

DPW Director Robinson reviewed the history of this claim. Ald. Rusch moved to recommend to the Common Council to. Ald. Zajac seconded, and the motion carried.

6. Discussion and Possible Action Regarding Surplus Sale Items.

DPW Director Robinson reviewed the items we have for a surplus sale. Ald. Rusch moved to recommend to the Common Council to approve the sale of the surplus items. Ald. Zajac seconded, and the motion carried.

7. Discussion and Possible Action Regarding Changes to the Employee Handbook.

Administrator Hulick reviewed the changes that are proposed in the Employee Handbook. Ald. Zajac moved to recommend to the Common Council to approve the changes to the Employee Handbook with the addition of wording regarding a break for part-time employees. Ald. Rusch seconded, and the motion carried.

8. Discussion and Possible Action Regarding Treasurer's Report – January 2016.

Finance Director Nelson reviewed the report. Ald. Rusch moved to approve the report. Ald. Zajac seconded, and the motion carried.

9. General Items

10. Next Meeting Date – Tuesday, March 15, 2016 at 6:30 p.m.

11. Motion to Adjourn

Ald. Zajac moved to adjourn the meeting of the Personnel & Finance Committee at 6:47 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk