

POLICE/PERSONNEL & HEALTH/SAFETY COMMITTEE MEETING

October 7, 2025 - 2:00 pm

Minutes prepared by: Barb Schmidtknecht

The meeting was called to order at 2:05 pm by Barb Schmidtknecht. Roll call: David Endres and Barb Schmidtknecht present. Peter Schaffner absent. Others present: Mayor Ben Adank and Marcia Larson. The Pledge of Allegiance was recited.

Motion David, second Barb to approve the minutes of the September 3, 2025 meeting. Motion carried and minutes were approved.

The committee agreed to renew employee health insurance. The plan will be Gold 402 which will be a cost savings for the city and employees.

The tax system fine & penalties review will continue. In the future, an annual resolution will be adopted that includes fines and penalties.

Sections of the Employee Handbook were reviewed (Attire Policy, Health & Life Insurance, Employee Performance Reviews).

An updated Attire Policy will be recommended to the council:

All employees shall wear appropriate clothing while conducting city business.

Uniforms are provided for full-time public works employees and are required to be worn while working. Full-time public works employees will be reimbursed annually up to \$150 (with receipts) for purchase of footwear.

No changes were made to the Health & Life Insurance Section.

The updated section on Employee Performance Reviews will be recommended to the council:

Reviews of each employee's job performance/job development will be done regularly. Reviews will be discussed with the employee with the intention of improving quality and/or providing positive feedback. Documentation at the discretion of the supervisor should be included in the personnel file.

The library position information will be forwarded to Scott Feraro for continued development.

Motion David, second Barb to adjourn. Motion carried and the meeting adjourned at 2:51 pm.