

## POLICE/PERSONNEL & HEALTH/SAFETY COMMITTEE MEETING

January 26, 2026 - 3:30 pm

Minutes prepared by: Barb Schmidtknecht

The meeting was called to order at 3:30 pm by Barb Schmidtknecht. Roll call: David Endres, Peter Schaffner and Barb Schmidtknecht all present. Others present: Mayor Ben Adank, Mike Adank. The Pledge of Allegiance was recited.

Motion Peter, second David to approve the minutes of the November 18, 2025 meeting. Motion carried and minutes were approved.

Mayor Adank presented a job description and job posting for a city administrator/treasurer. This position will be a replacement for the clerk-treasurer who will be retiring in the summer. This new position will segregate the clerk/treasurer duties. Motion Peter, second David to recommend to council to advertise the city administrator/treasurer position with a salary range of \$75,000-\$85,000. Motion carried.

The library position was discussed. First steps would be a letter to the Department of Public Instruction (completed), resolution to establish a library, and appointment of a library board. The committee agreed to recommend to the council that we hire a full-time library director which is included in the 2026 budget. The job description and job posting can be finalized once the steps above are completed.

Consideration was given to amending the overtime policy. The committee agreed to recommend to council to amend the policy to include paid holiday time in the computation of "hours worked" for purposes of overtime. As a good will gesture, the committee also agreed to recommend that the public works hourly employees receive overtime pay for hours worked during the January holiday weekend.

Use of office spaces currently dedicated for law enforcement was reviewed. It was agreed to reduce office space for law enforcement to one office (inner office). Barb will reach out to Ryan regarding this and see what can be done with the ammunition and other older equipment.

Motion Peter second David to adjourn. Motion carried and the meeting adjourned at 4:58 pm.