

Minutes of the Personnel, License and Insurance Committee – 8 February 2010

A regular meeting of the Personnel, License and Insurance Committee of the City of Prairie du Chien, Wisconsin was held on Monday February 8th, 2010 at 7:00 PM in the Council Chambers of City Hall. Chairman Jaaren Riebe called the meeting to order, with all members present.

<u>AGENDA ITEM/DISCUSSION</u>	<u>MOTION-SECOND</u>	<u>VOTE</u>
Certification of the open meeting law agenda requirements	Hemmer-Munson	5-0
Applications for position of Assistant Deputy Clerk-Treasurer	Pintz-Riebe	5-0
The committee reviewed the applications for the position, and directed the City Administrator, Linda Munson and Barb Elvert to narrow the list of candidates for the position to five and bring back a report to the Committee Monday February 15 th at 6 PM		
Zoning and Building Inspectors Position	Hein-Pintz	5-0
The committee discussed the potential to expand the hours of the position, and directed the City Administrator to prepare a fiscal impact memo to the Committee (as well as the Finance Committee)		
Electronic and Computer Policy	Hein-Hemmer	5-0
The City Administrator has drafted a policy covering employee use of computers, email, on-line forums and software. Motion to approve the policy and send it to the Council		
Employee Manual	Riebe-Hein	5-0
Motion to direct the City Administrator to re-write and update the existing manual covering city employees.		
City Insurance Meeting	No action required	None
The City Administrator has scheduled an insurance meeting for all city employees covered under the city's policy for February 24th. A preview of that meeting was presented to the Committee.		
Adjourn (750 PM)	Hein-Munson	5-0

Submitted by City Administrator Aaron Kramer