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**CITY OF KEWAUNEE PERSONNEL COMMITTEE**  
**MEETING NOTES**  
**TUESDAY, November 19, 2024 – 4:30 P.M.**  
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1. Call to Order & Roll Call
  - Meeting called to order at 4:30 pm
  - Members present - James Brewster, Robin Nelson, and Roberta Jeanquart
  - Member excused absence - Russ Anderson
  - Other's present Jeff Vollenweider, Heath Eddy, Amber Vande Velden, Robin Mueller, and Carol Petrina
2. Approval Committee Minutes of October 15, 2024 - See Attachments
  - Motion to approve by Robin Nelson. Second by Roberta Jeanquart. Motion passes.
3. Review and Discussion on Bellin Employee Assistance Program
4. Utility Clerk Update
  - Offer made and accepted. Going through background screening. Will start on Dec. 3<sup>rd</sup>.
5. Public Works Street Shop Laborer Posting Update
  - No applicants at this time.
  - Motion to have part time winter position for snow plowing with no benefits. Public Works and Heath will work out salary range and bring back to council for December meeting.
  - Motion to approve by Roberta Jeanquart. Second by Robin Nelson. Motion passes.
6. Discussion on Salary/Wage Grade System and Wage Rates
  - Heath will draft out ranges for next meeting
  - Need to address Street Shop Laborer salary
7. Revised Employee Handbook Status and Next Steps
  - Will have a draft for January meeting.
8. Announcements
  - Christmas parade on Friday.
  - Christkindlmarkt on Friday and Saturday.
9. Adjournment
  - Motion to adjourn by Robin Nelson. Second by Roberta Jeanquart. Motion passes.