

## **Minutes of the Personnel, License & Insurance Committee – April 30th 2012**

A meeting of the Personnel, License and Insurance Committee of the City of Prairie du Chien was held on Monday April 30th 2012 at 5:30 PM in Conference Room #2 of City Hall. Chairperson Linda Munson called the meeting to order.

### **1. Call to order/Roll Call**

PRESENT – Linda Munson (Chairperson), Judeen Ames, Karen Solomon ABSENT – Kathleen Hein, Kyle Kozelka ALSO PRESENT – City Administrator Aaron Kramer, Police Lieutenant Terry Sprosty, Keith Coburn (President, Crawford County Tavern League) (Arrived at 5:45 PM)

### **2. Certification of the open meeting law agenda requirements and approval of the agenda**

MOTION: Solomon SECOND: Ames VOTE: 3-0

### **3. APPROVAL – Minutes of the April 16th 2011 meeting**

MOTION: Ames SECOND: Solomon VOTE: 3-0

### **4. DISCUSSION AND ACTION – Ordinance 2012-08 (ESTABLISHING SALARIES AND COMPENSATION FOR CERTAIN CITY OFFICERS AND EMPLOYEES OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN (Election Inspectors))**

This ordinance reflects the actions of the Committee on April 16th. If approved, it would change the salaries of election inspectors from \$75 per day to \$8 per hour. Also, if approved, this will be sent to the Finance Committee for action on May 1st. ACTION: To approve Ordinance 2012-08 MOTION: Ames SECOND: Solomon VOTE: 3-0

### **5. DISCUSSION AND ACTION – Policy 2012-01 (Criteria for Issuance of Liquor Licenses)**

This is a continuation of the discussion from the last meeting. If approved, this item will be placed on the May 15th Council agenda. Coburn had several questions about the policy, and was generally supportive. He said he would discuss the proposal with the Tavern League at their May 9<sup>th</sup> meeting. Some minor changes to the language were discussed by the Committee. ACTION: To approve Policy 2012-01, with some minor language changes MOTION: Solomon SECOND: Ames VOTE: 3-0

### **6. DISCUSSION AND ACTION – Policy 2012-02 (Travel and Expense Policy)**

This is a continuation of the discussion from the last meeting. If approved, this item will be placed on the May 1st Finance Committee agenda. Discussion was held on the per diem amount for meals. ACTION: To approve Policy 2012-02, setting the per diem meal reimbursement at \$40, eliminate the per meal and partial day payments, and end the practice of paying for gratuities MOTION: Munson SECOND: Solomon VOTE: 3-0

### **7. ADJOURNMENT (6:40 PM)**

MOTION: Solomon SECOND: Ames VOTE: 3-0

Submitted by City Administrator Aaron Kramer