

Utility Personnel Meeting
Thursday, May 22, 2025
6:30 PM at Utility Office Building

Members Present: Robert Affeld, Ross Canniff, Bart Coons, Mayor Wegener

Members Absent: None

Also Invited: Laurie Runyan, Pam Manke

- I. The meeting was called to order at 6:30 PM and roll call was taken. Motion by Coons/Canniff to approve the agenda. Motion carried 3-0.
- II. Public Appearances/Comments: Dick Evans
- III. Review, discuss and possibly approve Amending Personnel Handbook Section 201 Hours of Work - item "City Hall Employees shall receive a twenty-minute paid lunch" to include Utility Employees. Laurie and Pam explained that they work through their lunch break to be available for customers. Motion by Coons/Affeld to amend Personnel Handbook Section 201 Hours of Work to include Utility office employees. Motion carried 2-1. Forward to full commission for approval.
- IV. Review, discuss and possibly approve Utility Office Hours. Discussed the options of summer hours for Utility office employees or having regular office hours all year round. Mayor and Commissioners discuss that having the office open all day is best for the customers. Motion by Coons/Affeld to change Utility office hours to 8am -4pm Mon-Fri all year. Motion carried 2-1. Forward to full commission for approval.
- V. Review, discuss and possibly approve our Job Application Form. No action taken.
- VI. Old Business: none
- VII. New Business: none
- VIII. Adjourn meeting. Motion by Canniff/Coons to adjourn meeting at 7:23 PM. Motion carried 3-0.

Minutes reported by:
Laurie Runyan