



# PERSONNEL MEETING MINUTES

Monday – May 16, 2016 @ 6:00 p.m.  
Village Office  
7505 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Personnel Chairman, Sarah Casady called the meeting to order at 6:00 p.m.
- II. **PRESENT** – Village President, Jeff Roberts; Chairman, Sarah Casady; and Member, Charlie Weis. Others: None. Absent: Member, Tim Maloney.
- III. **JOB DESCRIPTIONS DISCUSSION** – Chairman, Sarah Casady and the committee reviewed all job descriptions and motion was made by Member, Weis to recommend approval at the June 2016 Regular Board Meeting of the job descriptions. Motion was seconded by Village President, Roberts. **Motion carried 3-0.** Job description for the Webster Court Clerk will also need to be discussed in the future. The hours worked for the job as well as duties involved.
- IV. **T.A.C. PAYMENT TO COURT CLERK DISCUSSION** – Discussion took place regarding how to pay the Webster Municipal Court Clerk when T.A.C. duties are taking place. The consensus of the committee was to pay her out of the Police Expense Budget.
- V. **MOTION TO GO INTO CLOSED SESSION PER WIS. STAT. § 19.85(1) (c)** – Motion to go into closed session was made by Chairman, Casady; seconded by Member, Weis. **Motion carried 3-0.**
- VI. **MOTION TO RECONVENE INTO OPEN SESSION PER WIS. STAT. § 19.85(2)** – Motion to reconvene into open session was made by Village President, Roberts; seconded by Member, Weis. **Motion carried 3-0.**
- VII. **ADJOURNMENT.** Motion was made by Village President, Roberts to adjourn the Personnel Committee Meeting at 6:50 p.m., seconded by Member, Weis. **Motion carried 3-0.**

Respectfully submitted,

*Jeff Roberts*

Jeff Roberts, Village President  
May 16, 2016

\*\*\*These minutes are subject to approval at next month's Regular Meeting.