

**FINANCE & PERSONNEL COMMITTEE**  
**January 9, 2018**

PRESENT: Chairperson Rusniak, Members Wintringer, Jewell, Kohler  
ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel

Call to Order – Chairperson Rusniak called the meeting to order at 6:45 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Licenses – MOTION by Alderperson Jewell, and seconded by Alderperson Kohler recommending to the Common Council the following bartender license: Danielle Akright. MOTION CARRIED.

Amendments to Employee Handbook – Routinely the City will review the existing Employee Handbook and update any areas that are no longer up to date. With the recent changes made primarily to employee benefits along with changes that have been made since 2015 with the adoption of PTO, department heads were asked to review the handbook and suggest changes. There is no financial impact as all changes were put into place prior to updating the handbook. Staff recommends the adoption of the proposed changes to the Handbook. City Administrator Volkert provided information on the proposed changes, and responded to questions.

MOTION by Alderperson Kohler, and seconded by Alderperson Wintringer recommending to the Common Council approving the amendments to the Employee Handbook, with the correction to the regular schedule of part-time hours. MOTION CARRIED.

Adjournment – MOTION by Alderperson Wintringer, and seconded by Alderperson Kohler for adjournment. MOTION CARRIED.

Respectfully submitted,  
Lori Hetzel, City Clerk

LH:pb  
FPJAN9.18  
Compiled by Pat Borlen, Deputy Clerk