

Tuesday, January 31, 2023

11:30 AM

McFarland Municipal Center  
Conference Room A

## AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84839774014>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 848 3977 4014

Press \*9 to raise/lower hand. Press \*6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the January 10, 2023 meeting.

4. BUSINESS.

- a. Discussion and recommendation regarding the job description and classification to create the Full-Time and Part-Time Custodian positions within the Public Works Department.
- b. Discussion and recommendation on creation of a Vehicle Use policy within the Personnel Policy Manual
- c. Discussion and recommendation on amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual.
- d. Discussion and recommendation on amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.
- e. Discussion and recommendation on creation of an Equal Employment Opportunity Policy.

f. Discussion and recommendation on creation of a Benefits policy within the Personnel Policy Manual.

5. SCHEDULE NEXT MEETING DATE.

a. February 21, 2023, 11:30 am

b. March 14, 2023, 11:30 am

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.