



PLEASE TAKE NOTICE that there will be a City of Lodi Finance & Human Resources Committee meeting held on Tuesday, January 12, 2021 at 5:00 pm in the Council Room, City Hall, 130 South Main Street, Lodi, WI.

In-person attendance is limited due to social distancing protocols and masks are encouraged. Virtual attendees interested in speaking must register on the City's website 24 hours prior to the meeting start time.

Virtual Meeting Access:

<https://zoom.us/j/95168696331?pwd=Ulo1VlFFa0lscIR1OE4rSEtQTk52Zz09>

Meeting ID: 951 6869 6331 **Password:** 599523

Dial By Phone: 1-312-626-6799 (Wisconsin); 888-475-4499 (Toll-Free)

Finance & Human Resources Committee Agenda

1. Call to Order
2. Virtual Etiquette Announcement

- Identify number of public input registrations
- Identify Alders or staff attending remote (stay muted when NOT speaking)
- If virtual, ask to be recognized in the chat box (no side conversations)
- Identify yourself prior to speaking
- Address questions to meeting Chair

3. Public Input

Must state name and address. Must be limited to items not on the agenda. Limited to two minutes unless otherwise extended. Committee's role is to listen and not discuss the item. Personnel issues cannot be discussed nor individuals named. Committee is unable to take action at this meeting.

4. Approve Minutes from December 8, 2020 and Closed Session Minutes (sent via confidential email)
5. Financials
6. Discussion and Possible Recommendation Regarding a 2020 Budget Amendment for Economic Development

Documents:

[RESOLUTION 21-XX AMEND 2020 BUDGET \(ECONOMIC DEVELOPMENT\).PDF](#)

7. Discussion and Possible Recommendation Regarding a RFP for Auditing Services

Documents:

[AUDITING RFP 2021 DRAFT 12 30 2020.PDF](#)

8. Discussion and Possible Recommendation Regarding Revision of the Employee Handbook

- Update to page 8, Holiday Pay, to clarify Floating Holidays need to be completed by the last full pay period of the calendar year
- Update to page 10, Executive leave, to clarify Floating Holidays need to be completed by the last full pay period of the calendar year
- Addition to page 11, Volunteer Fire/EMS Duty Leave
- Update to page 13, Resignation, Termination, wording moved to Separation of Employment Policy

Documents:

[EMPLOYEE HANDBOOK JANUARY 2021 \(DRAFT\).PDF](#)

9. Discussion and Possible Recommendation Regarding Revision of the Hours Worked Under FLSA Policy

- Update to Page 4, G. Paid Leave Time and Holidays, 2. (c.) Volunteer Fire Duty, added EMS

Documents:

[HOURS WORKED UNDER FLSA POLICY V2 JANUARY 2021.PDF](#)

10. Discussion and Possible Recommendation Regarding Revision of the Separation of Employment Policy

- Update to Page 1, Resignation, Added language removed from Handbook

Documents:

[SEPARATION OF EMPLOYMENT POLICY V2 01.2021.PDF](#)

11. Discussion and Possible Recommendation Regarding the 2021 Fee Schedule

Documents:

[2021 FEE SCHEDULE.PDF](#)

[MEMO TO FINANCE AND HR COMMITTEE REGARDING THE 2021 FEE SCHEDULE AND ORDINANCES WITH ATTACHMENTS 01 08 2021.PDF](#)

12. Director of Administration Report

13. Next Meeting Date- Tuesday, February 9, 2021, 5 p.m. and Agenda Items

14. Adjourn

Posted: _____

By: _____

Members: Alders Stevenson (Chair), Clemens, Hansen, Miller, Strasser, Tonn

Please inform the chair if you are unable to attend to ensure a quorum.

Notice is hereby given that a majority of the City of Lodi Common Council will be present at a meeting of the Finance and Human Resources Committee to gather information about subjects over which they have decision making responsibility. This constitutes a meeting of the city council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such; although the City of Lodi Common Council will not take any formal action at this meeting.