

**Village of Spring Valley
Personnel Committee
June 16, 2025**

Call to Order at 5:00 p.m.

Members Present: Erickson, Jorgenson, Pelz

Members Absent:

Others Present:

Approval of Agenda: Motion (Jorgenson/Pelz) to approve agenda as presented. Carried

Agenda items:

1. Continued review of Employee Handbook.
 - **Credit card policy amounts adjusted and limit with Administrator's approval for PW over \$3000 will be added.**
 - **Employee Grievance Policy will be updated – City of Menomonie model will be followed. Emerson will write up and email to committee before going on the Board agenda Resolution for full approval.**
 - **Citizen complaint procedure and form will be updated to include all employees and Board members.**
 - **Occupational Health was reviewed, possible requirement for things such as hearing tests annually for Public Works. Will be reviewed at a future meeting.**
2. Wages and step/grade scales were reviewed again; Emerson was directed to come up with a version the Village could use and have it available for Finance committee when needed for budgets.
3. General updates: meeting with Library Board was discussed but not decision made. Library employees have their own Board but all are still employees of the Village.

Motion (Pelz/Jorgenson) to adjourn 7:04 p.m.

Respectfully submitted

Luann Emerson, Administrator