

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE  
February 10, 2020**

**PER20200210-1  
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Monday, February 10, 2020 at City Hall, W63 N645 Washington Avenue, lower level, room 1. The meeting was called to order at 6:30 p.m. by Council Member Patricia Thome.

Roll Call:      Present -          Council Members Patricia Thome (Chair), Rod Galbraith

                 Excused -          Council Member Sherry Bublitz

                 Also Present -          City Administrator Mikko Hilvo, Deputy City Clerk Amy Kletzien

**STATEMENT OF PUBLIC NOTICE**

Council Member Thome verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

**APPROVAL OF MINUTES**

Motion made by Council Member Galbraith, seconded by Council Member Thome, to approve the minutes of the January 7, 2020 Personnel Committee meeting. Motion carried without a negative vote with Council Member Bublitz excused.

**CONSIDER ALCOHOL AND CONTROLLED SUBSTANCE POLICY (AD-22); AND  
RECOMMENDATION TO COMMON COUNCIL**

City Administrator Hilvo explained that the City received a notification in December 2019 from CVMIC about a new Federal mandate for CDL drivers. It requires all CDL drivers to be listed in the Federal clearinghouse database. The proposed Policy for Alcohol and Controlled Substance (AD-22) needs to be in place before requiring that all employees who have a CDL license register with the clearinghouse.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to recommend approval to the Common Council of the Alcohol and Controlled Substance Policy AD-22. Motion carried without a negative vote with Council Member Bublitz excused.

**CONSIDER REVISION TO SECTION 2-4-a OF THE PERSONNEL MANUAL Re:  
DRUG/ALCOHOL TESTING (CDL); AND RECOMMENDATION TO COMMON COUNCIL**

City Administrator Hilvo explained that a revision to Section 2-4-a of the Personnel Manual re: Drug/Alcohol Testing (CDL) is required to include the Alcohol and Controlled Substance Policy AD-22.

Motion made by Council Member Galbraith, seconded by Council Member Thome, to recommend approval to the Common Council for the revision to Section 2-4-a of the Personnel Manual re: Drug/Alcohol Testing (CDL). Motion carried without a negative vote with Council Member Bublitz excused.

**ADJOURNMENT**

Motion made by Council Member Thome, seconded by Council Member Galbraith, to adjourn the meeting at 6:39 p.m. Motion carried without a negative vote Council Member Bublitiz excused.

Amy D. Kletzien, MMC, WCPC  
Deputy City Clerk