

PERSONNEL COMMITTEE
TUESDAY, JUNE 22, 2010 – 4:00 PM
CITY HALL, CONFERENCE ROOM 2A

Meeting called to order by Chairman Hartz.

Roll Call: Alderman Hartz, Krause, Mott, Krohn, Tolar, Administrator Jordan, Clerk Dykstra, Alderman Fesenmaier, Assessor Lininger, and Treasurer Klein.

It was noted the Approval of Minutes will be on the next agenda.

Status of Update of Assessor Reports.

Administrator Jordan passed out some information. He noted that he was asked to put together an RFP and he had two bids. He said two people were busy and didn't respond. He said he sent out five all together. No list was provided to who it was sent to. He received bids from Associated and Accurate. He reviewed their proposals.

Alderman Fesenmaier questioned if it was on the web site. Jordan wasn't sure. Clerk Dykstra noted she placed it on the web when she received a copy. Fesenmaier further questioned if there was a copy of the RFP available. Jordan didn't have copies available.

Alderman Krause noted he needed more time to review the material. He questioned what the City is paying for commercial assessments at this time. It was noted the City pays a contract of \$6,500. Jordan confirmed that with someone else doing this service it would also include the postage, mileage, training etc., which runs about \$10,000 a year for the City.

Chairman Hartz questioned what numbers were given to the bidders for them to bid. Where did those numbers come from. Jordan stated from here. He believed them to be within 1% of what they are. Hartz further questioned what it would take to get a third bid, and where did the list come from to send these out? Jordan noted he picked from the League.

Alderman Krohn questioned if there is an extra charge for BOR. Jordan stated no.

Alderman Krause questioned what other communities are doing. Jordan stated that no other community in Walworth County has an Assessor on staff.

Alderman Mott questioned what the Administrator's recommendation was.

Jordan stated that in terms of money and the City contracting this service is less cost.

Chairman Hartz commented he would like to review and pull together a third bid and give them time to prepare.

Alderman Fesenmaier asked it to be emailed and scanned to members.

This item will be pushed to the next agenda for further review.

Discussion/Recommendation on Policy requiring hiring of full time personnel to be conducted by Personnel Committee.

Chairman Hartz stated that he counted the full time employees and felt that Department Heads should be allowed to hire their own people and he wanted to see how the committee felt.

Alderman Krohn felt that they would hire friends and relatives and not based on qualifications.

Alderman Mott noted they currently do this for seasonal employees.

Alderman Tolar commented the committee usually looks them over with the Department Head.

Alderman Krause agrees Department Heads will be there, but he would still like to review full time employees.

Alderman Krohn noted they have hired very qualified people so far.

No action was taken.

Discussion/Recommendation on a Nepotism Policy for the City of Lake Geneva.

Chairman Hartz stated he would like to take the policy one step further than just supervision. Krause/Krohn motion to have staff review this item and refer to the policy committee then Finance. Unanimously carried.

Discussion/Recommendation on Parking Meter Supervisor Position.

Administrator Jordan noted this was advertised. There were two applicants. Committee reviewed the applications. Kerrie Johnson has been the interim replacement.

Krause/Tolar motion to appoint Kerrie Johnson as the Parking Meter Supervisor Position.

It was noted she has been working since 1999 with the City, and she is familiar with the activities. Administrator Jordan noted he has already recommended replacing the old meters (only 320 are yet mechanical) to digital. This means the department would move from three positions to two positions because they would not replace her position. Unanimously carried.

Krause/Tolar motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for performance evaluation of the City Administrator. Roll Call: "Yes" Alderman Hartz, Krause, Mott, Krohn, and Tolar. Unanimously carried.

Tolar/Krause motion to return to open session pursuant to Wisconsin Statutes 19.85 (2).

Krause/Tolar motion to use current evaluation form and proceed to conduct evaluation individually. Unanimously carried.

Tolar/Krause motion to Adjourn. Unanimously carried.

/s/ Diana Dykstra, City Clerk