

PERSONNEL COMMITTEE
TUESDAY, MARCH 22, 2011, 4:00PM
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Hartz at 4:04 pm.

Roll Call. Present: Aldermen Hartz, Krohn, Krause, Mott, and Tolar. Also present: Administrator Jordan, Harbormaster Gray, and City Clerk Reale.

Approval of Minutes of February 22, 2011 committee meeting

Tolar/Hartz motion to approve minutes from the February 22, 2011 committee meeting, as prepared. Unanimously carried.

Comments from the Public limited to 5 minutes None.

Closed Session

Mott/Krause 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 evaluations of City Department Heads (Street Superintendent and Harbormaster); and pursuant to Wisconsin Statutes 19.85 (1)(e) for competitive bargaining reasons to discuss firefighter union contract. Unanimously carried.

The Committee entered into closed session at 4:07 pm. Also present were: Administrator Jordan and Harbormaster Gray.

Krause/Tolar motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Unanimously carried.

The Committee reconvened in open session at 5:08pm. City Clerk Reale returned to the meeting upon reconvening in open session.

Update on Parking Meter Clerk Pedersen

Administrator Jordan reported that Ms. Pedersen had returned to work during the week following her husband's unexpected passing, initially for half-days. Given the circumstances, he felt she was doing very well. She was still being allowed to take off early as needed, though he expected that she would be back to full-time next week. He stated that supervisors had discussed the availability of the Employee Assistance Program (EAP) and the possible benefits with her, adding that Comptroller Pollitt had been a source of support to Ms. Pedersen since her return. Alderman Krause complimented staff for the support and assistance they had provided to the employee during this difficult time.

Discussion/Recommendation on orientation for new aldermen

Chairman Hartz distributed lists that he and Administrator Jordan had compiled of possible subjects to be covered in an orientation program for new aldermen. Among the items included were: introduction to staff; tour of City Hall and facilities; records retention practices; ethics training; meeting procedures and Robert's Rules of Order; explanation of the committee structure; and

ordinances and Master Plan documents. Chairman Hartz stated that he felt it was important to provide incoming officials with a uniform program so that everyone would start with the same level of understanding of the basics of City government and procedures. He added that he believed this would allow for the Council to operate more efficiently.

Alderman Krause stated that these were important topics to cover, but suggested that the orientation should take place in stages rather than at one time given the breadth of information. Alderman Mott noted that there was a relatively quick turnaround time between the election of aldermen and the first subsequent meeting, and stated that a timeline should be developed to ensure that the most important basics are addressed before that first meeting. Alderman Tolar suggested that the current aldermen should get involved in the orientation so that new members could more quickly become acquainted with their colleagues. This could involve some type of “peers mentoring peers” program through which new members could call on their more experienced colleagues for guidance. Alderman Krause agreed with that suggestion, and also stated that the League of Wisconsin Municipalities conference for newly-elected officials was a beneficial program for learning correct procedures.

With an election scheduled for the coming April 5 and at least one new alderman to be seated, the Committee directed Administrator Jordan to develop an orientation program to be utilized after the Spring Election.

Discussion on personnel implications of new parking meter system

Chairman Hartz stated that he believed it was important for the Committee to get an understanding of the possible personnel implications of the new parking stations including, but not necessarily limited to, additional training and modifications to staffing levels. Administrator Jordan noted that the effect on personnel was largely dependent upon the type of system ultimately selected by the City, though there would not likely be a significant change in staffing levels. He told the Committee that there were only two parking employees out in the field at any given time under the current system. Staff had considered the possibility of reducing that number to one after the new system is in place, or leaving staff levels the same and using one employee as an “ambassador” to explain the system and assist motorists. It was believed that adopting the second approach would serve as a positive public relations tool.

Tolar/Mott motion to adjourn at 5:31pm. Motion carried by vote of 4 to 1, with Chairman Hartz opposed.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**