

PERSONNEL COMMITTEE MINUTES

THURSDAY, JULY 23, 2015 – 4:00 P.M.

CITY HALL, MEETING ROOM 2A

Meeting was called to order by Alderman Hedlund at 4:00 p.m.

Roll Call. Present: Alderman Hedlund, Chappell, Kupsik, and Wall. Arrived late: Alderman Hill. Also Present: City Administrator Oborn, Comptroller Pollitt, City Attorney Dan Draper and Mayor Connors. Others in Attendance: Chris Schultz, Lake Geneva Regional News.

Comments from the public limited to 5 minutes.

None.

Approval of Personnel Committee minutes for July 2, 2015, as prepared and distributed.

Wall/Chappell motion to approve. Unanimously carried.

Alderman Hill arrived at 4:02pm

Discussion and update on compensation study including addition of Utility Department

City Administrator Oborn explained the Utility Commission approved participating in the study for \$3,425. He stated he has the 4 position reviews done and will begin working on the appeals. The next step would be policy implementation and implementation in the budget. Mr. Oborn feels that the City is on target for January 1, 2016 implementation. Alderman Hedlund asked if the \$3,425 will be directly billed to the Utility Commission. Mr. Oborn confirmed it would.

Discussion/Recommendation on City Hall counter vacancy

Alderman Hill requested they have an exit interview with Ms. Klein before the conclusion of her final work day. Ms. Pollitt stated she would ask Ms. Klein.

Mayor Connors arrived at 4:10pm

City Administrator Oborn stated the job will be pretty much the same. It is the busy season so he would like the position filled as soon as possible. Comptroller Pollitt stated the plan is to interview a higher level person with bookkeeping and accounting experience. She would like to move some of the items that Lorraine is doing on to that position and give Lorraine some more of the items that Peg is working on. Peg noted she had spoken to Lorraine about perhaps taking on some of the HR items that she currently does. City Attorney Dan Draper suggested being careful because the restrictions on having Department Heads hire people is that it has to be within the budgetary constraints.

Kupsik/Wall motion to direct staff to hire a new Front Counter Clerk B. Unanimously carried.

Discussion/Recommendation on Public Works vacancy

Hill/Kupsik motion to instruct staff to move forward with the hiring of the vacancy in Public Works. Mr. Oborn stated that interviews are next Tuesday and Thursday. Unanimously carried.

Closed Session

Hill/Kupsik motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever

competitive bargaining reasons require a closed session concerning Police Department pay and grievances (City Attorney Draper) and include staff and Mayor Connors.

Roll Call: Hedlund, Wall, Hill, Chappell and Kupsik voted “yes.” Unanimously carried.

The Council entered into closed session at 4:18 p.m.

Return to Open Session

Hill/Chappell motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Roll Call: Hedlund, Wall, Hill, Chappell and Kupsik voted “yes.” Unanimously carried.

The Council reconvened in open session at 5:31 p.m.

Hill/Wall motion to direct staff to take action as discussed in closed session.

Roll Call: Hedlund, Wall, Hill, Chappell and Kupsik voted “yes.” Unanimously carried.

Adjournment

Hill/Chappell motion to adjourn at 4:35 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE