

**SPECIAL PERSONNEL COMMITTEE MINUTES
WEDNESDAY, SEPTEMBER 21, 2016 – 5:15 P.M.
CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Alderman Hedlund at 5:15 p.m.

Roll Call. Present: Aldermen Hedlund, Howell, Chappell, Flower. Absent: Alderman Horne.
Also Present: Mayor Kupsik, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, Working Foreman Waswo, and Chris Schultz from the Lake Geneva Regional News

Comments from the public limited to 5 minutes. None.

Howell/Chappell motion to approve the Regular Personnel Committee minutes from August 25, 2016, as prepared and distributed. Motion carried 4 to 0.

Discussion/Recommendation/Action of Assistant Comptroller/Comptroller recruitment and selection process
City Administrator Oborn explained Schenck is finishing up the application process and is recommending 4 candidates. He is proposing a Special Personnel meeting to conduct interviews on October 4, 2016. The goal is to make a recommendation at the October 10th council meeting and ideally have the new person start by November 1st. Mr. Oborn requested flexibility to hire an Assistant Comptroller if they do not have enough experience. Peg would then stay on as the Comptroller part-time. Mr. Hedlund stated he would like to wait until after the interviews to discuss if they would need an Assistant position or not.

Howell/Flower motion to approve holding interviews for the Assistant Comptroller/Comptroller position on October 4, 2016 at a Special Personnel meeting at 5:15pm in closed session with an approximate duration of 45 minutes per interview. Motion carried 4 to 0.

Discussion/Update/Recommendation on Health Check 360 and Employee Fitness Challenge

Mr. Oborn gave an update on HealthCheck 360. The 3rd annual screenings will be held in October. If employees decide not to participate, they will have to contribute \$131 a month towards their health insurance. If employees do not meet the score of 71 or greater, they can complete the alternative process. There is a per person cost to the City to complete the screening. The Comptroller and Benefits Coordinator put together an Employee Fitness Challenge. Employees will track their exercise minutes with a chance to win prizes that were donated to the city. The big prize is 8 hours of paid release time.

Discussion/Recommendation on Public Works Department position changes including elimination of Assistant Director of Public Works position, reclassification of Working Foreman position, and creation of Street Lead position. The Assistant Director of Public Works was created for succession planning with the likelihood that Tom Earle would be promoted to that position, which he has. Previously we had a Street Superintendent position. Mr. Oborn recommended eliminating the Assistant DPW position, upgrading the Working Foreman to a Street Superintendent position and upgrading one Heavy Equipment Operator position to a Street Lead position. Mr. Oborn noted they are not adding any positions, just recognizing the extra duties involved by upgrading current positions. He also recommended utilizing the Arborist as an additional Lead position. There will be a savings of \$50,000 from the 1/3 of the Director of Public Works/Utilities salary. There will still be a savings even with adding the salary increases.

Howell/Flower motion to recommend elimination of the Assistant Director of Public Works position, reclassify the Working Foreman position to Street Superintendent, and create a Street Lead position with the corresponding elimination of one Heavy Equipment Operator position. Motion carried 4 to 0.

Closed Session

Hedlund/Howell motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for:

- a. Part-time Comptroller/Assistant Comptroller/Senior Financial Analyst

b. Street Superintendent/Working Foreman including the Mayor, City Administrator Oborn, Comptroller Pollitt and Working Foreman Waswo.
Roll Call: Hedlund, Howell, Flower, Chappell voted “yes.” Motion carried 4 to 0 to go into closed session at 5:47pm.

Open Session

Howell/Flower motion to return to open session pursuant to Wisconsin Statutes 19.85(1) and take action on any items discussed in closed session. Roll Call: Hedlund, Howell, Flower, Chappell voted “yes.” Motion carried 4 to 0.

Committee returned to open session at 6:40 pm.

Howell/Flower motion to recommend to City Council as discussed in closed session regarding the Part-time Comptroller/Assistant Comptroller/Senior Financial Analyst position and option 1 for the Street Superintendent position. Motion carried 4 to 0.

Adjourn

Howell/Flower motion to adjourn at 6:42pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE