

**PERSONNEL COMMITTEE  
TUESDAY, OCTOBER 18, 2011 AT 2:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Hartz at 2:00 p.m.

Roll Call. Present: Aldermen Hartz, Krohn, Krause, Kupsik and Mott. Also present: Administrator Jordan, City Attorney Draper, City Treasurer Klein, City Clerk Hawes and former City Clerk Reale.

**Approval of Minutes of September 22, 2011 committee meeting**

Kupsik/Mott motion to approve minutes from the September 22, 2011 committee meeting, as prepared. Unanimously carried.

**Comments from the public limited to 5 minutes** None.

**Discussion/Recommendation on charter ordinance amending the Municipal Code to designate appointed officers of the City and to provide for appointments thereof by the City Council (referred from City Council on 9/26/11)**

City Attorney Draper stated that council's decision to change the way officers are appointed would require a charter ordinance approved by a two-thirds vote from the Council. The process also involves publication of the charter ordinance prior to council consideration.

Krause/Mott motion to direct the City Attorney to prepare the charter ordinance amending the Municipal Code to designate appointed officers of the City and to provide for appointments thereof by the City Council. Unanimously carried.

**Discussion/Recommendation on combining the duties of the offices of City Clerk and City Treasurer, and creating Clerk/Treasurer or Deputy Clerk/Treasurer position**

Chairman Hartz stated that the City Treasurer, like the City Attorney, is currently an elected position that reports to the council. In many communities, the Treasurer is not an elected position and oftentimes the treasurer responsibilities are carried out by the appointed municipal clerk or deputy clerk. Chairman Hartz proposed that the committee recommend eliminating the elected Treasurer and combining the Treasurer's responsibilities with the City Clerk or Deputy Clerk. He stated that this could require a long process, including a referendum of the public.

City Attorney Draper confirmed that a referendum would be necessary to eliminate an elected position.

Alderman Krohn said that she doesn't think the public would support eliminating the elected Treasurer position because attempts to do so have failed in the past.

Alderman Krause stated that it would make sense to streamline the treasurer duties and make city operations more efficient. He suggested that the average citizen may support transferring the treasurer duties to the City Clerk or Deputy Clerk if it results in cost savings.

Alderman Kupsik inquired if this would in fact streamline operations and result in cost savings. City Treasurer Klein stated that the treasurer duties could easily be integrated with the Clerk's duties due

to seasonal work flows. Former City Clerk Reale agreed that there is overlap between the Clerk's and Treasurer's duties. He said that there is downtime in the Clerk's office at certain times throughout the year and that the Clerk or Deputy Clerk would be able to carry out the treasurer duties.

Administrator Jordan agreed that the treasurer duties could be combined with the Clerk or Deputy Clerk's duties. He also said that the concern with an elected Treasurer is that not all elected individuals would put the same amount of time and effort that the treasurer responsibilities require.

Alderman Mott expressed concern with throwing too much at the new City Clerk too quickly. He asked whether the City Clerk or Deputy Clerk would be more appropriate for the Treasurer duties. Former City Clerk Reale stated that the treasurer duties would naturally seem to be delegated to the Deputy Clerk position.

Krause/Kupsik motion to recommend eliminating the elected Treasurer position and combining the treasurer duties with the Deputy Clerk position.

Chairman Hartz noted that the Deputy Clerk is currently a union position and there would be logistics to figure out before combining the positions.

City Attorney Draper suggested that this proposal be more thoroughly researched and continued at the next meeting before a recommendation is made to the council.

The motion is withdrawn.

Chairman Hartz/Krause motion to continue this item to the next regular meeting. Unanimously carried.

### **Discussion/Recommendation on proposed reorganization of Building & Zoning Department**

Building Inspector Brugger expressed interest in developing a transition plan for the Building & Zoning Department as he plans to retire within the next seven years. He suggested transitioning the current Administrative Assistant to either a Zoning Administrator or Zoning Technician, and reducing the hours of his position to 32 or 34 hours per week. Mr. Brugger stated that he is concerned that by reducing his hours he would have a reduced level of benefits.

Chairman Hartz asked what the current personnel handbook indicates in this regard. Administrator Jordan stated that the current human resource document does not include specifics on pro-rated benefits. Staff will be developing a new handbook in the coming weeks that will mesh the current human resource document with the previous personnel handbook, while also complying with new regulations put into effect this year by the State's Budget Repair Bill. Administrator Jordan stated that any new personnel policies should be fair to employees.

Alderman Krohn stated that employees should be better informed of their benefits. Administrator Jordan said that the new handbook will help in this regard, however there are some uncertainties with what will happen with benefits and post-employment benefits when union contracts expire at the end of 2013.

Alderman Krause stated that the committee would need to see detailed cost comparisons between Building Inspector Brugger receiving full-time or pro-rated benefits under the transition plan he is proposing.

Chairman Hartz stated that the committee should compare the new personnel handbook with the previous handbook and work out an agreement that is fair to the city and Building Inspector Brugger. The committee should also take a look at all other individual employment contracts at that time.

Alderman Krause suggested that Administrator Jordan work with Building Inspector Brugger on developing options with benefit details for the committee to review.

Kupsik/Krause motion to continue this item to the next regular meeting. Unanimously carried.

**Update on status of personnel evaluations (Administrator Jordan)**

Administrator Jordan stated that he has completed three of the four department head evaluations. He distributed copies of the three evaluations. Chairman Hartz directed the committee to review them for discussion at the subsequent committee meeting.

**Adjournment**

Kupsik/Krohn motion to adjourn at 3:14 p.m. Motion carried by vote of 4 to 1, Mott opposed.

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/s/ Michael Hawes, City Clerk

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