

**PERSONNEL COMMITTEE
TUESDAY, NOVEMBER 22, 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 Treasurer Klein, and City Clerk Hawes.

Approval of Minutes of October 18, 2011 committee meeting

Kupsik/Mott motion to approve minutes from the October 18, 2011 committee meeting, as prepared. Unanimously carried.

Comments from the public limited to 5 minutes None.

Discussion/Recommendation on combining the duties of the offices of City Clerk and City Treasurer, and creating Clerk/Treasurer or Deputy Clerk/Treasurer position (*continued 10/18/2011*)

Chairman Hartz distributed a memo that provided information about the duties and responsibilities of the Treasurer position. The memo also outlined the rationale for why the City might consider combining the Treasurer position with the Deputy Clerk position. The Committee discussed the information, and there was general agreement that the City would benefit from changing the Treasurer from an elected position to an appointed position. Chairman Hartz referenced a separate memo from the City Attorney that identified three options for how the Treasurer could be changed from an elected position to an appointed position – by charter convention, charter ordinance or a referendum of the electorate. Chairman Hartz expressed support for the charter ordinance option, stating that the item could still go to a referendum if the public collected enough signatures in opposition of the charter ordinance. Alderman Mott expressed support for having a referendum on the issue in order to give the public the opportunity to decide. Alderman Krohn indicated that similar referendums in the past have failed. Alderman Krause expressed concern with the referendum option, stating that voters oftentimes do not have enough information to make informed decisions for referendums. City Attorney Draper joined the meeting at 2:40 p.m. City Attorney Draper suggested that it should be the full Council's decision to determine which option would be pursued. Mr. Draper said that he will conduct additional research about the three options.

Kupsik/Hartz motion to recommend eliminating the elected City Treasurer position and combining the Treasurer duties with the appointed Deputy Clerk position. Unanimously carried.

Discussion/Recommendation on proposed reorganization of Building & Zoning Department (*continued 10/18/2011*)

Administrator Jordan stated that Building Inspector Brugger was willing to reduce his hours but had concerns about how his benefits would be impacted. Mr. Jordan stated that under current policies, Mr. Brugger would receive pro-rated time-off benefits. In addition, Mr. Brugger would need to work at least three-quarters full-time in order to receive health insurance. Mr. Jordan stated that if Building Inspector Brugger reduced his hours to three-quarters time, it would not free up enough resources to allow for any organizational changes within the department.

Alderman Krause suggested that it would set a dangerous standard to allow an employee to work at less than full-time but to provide them with full-time benefits. He suggested that a longer-term approach be taken to the department, as opposed to looking at short-term shifts in hours. Building Inspector Brugger joined the meeting at 3:11 p.m. Chairman Hartz suggested that Administrator Jordan and Building Inspector Brugger put together a proposal for the Building & Zoning Department for the next two-to-three years, taking various economic conditions into consideration.

Hartz/Krause motion to recommend continuing to a future meeting to give Administrator Jordan and Building Inspector Brugger time to put together a two-to-three year organizational plan for the Building & Zoning Department. Administrator Jordan stated that a plan could be completed by mid-January. Unanimously carried.

Kupsik/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 review of performance evaluation data for City Department Heads by Administrator Jordan. Unanimously carried.

Kupisk/Krause motion to return to open session pursuant to Wisconsin Statutes 19.85 (2). Unanimously carried.

Distribute Performance Evaluation forms for City Administrator and set schedule for review
Chairman Hartz distributed the performance evaluation forms for the City Administrator and asked that Committee members complete the form and return it to him by Friday, December 9th.

Adjournment

Kupsik/Krohn motion to adjourn at 4:00 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

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