



**PERSONNEL COMMITTEE MEETING**  
**THURSDAY, FEBRUARY 20, 2014 – 4:00PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**MINUTES**

- 1. Meeting called to order by Chairman Kupsik at 4:04pm.**
- 2. Roll Call**  
Present: Chairman Kupsik and Aldermen Taggart, Kehoe, and Hill  
Not Present: Wall  
Also Present: Mayor Connors, Attorney Draper, Treasurer Klein, Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, and Clerk Neubeck
- 3. Comments from the public limited to 5 minutes**  
None
- 4. Approve January 23, 2014 Meeting Minutes as distributed**  
**Motion #1:** Alderman Taggart moved to approve January 23, 2014 Meeting Minutes as distributed, Chairman Kupsik seconded, and the motion passed unanimously.
- 5. Discussion/Recommendation of changes to the Employee Handbook Appendix A – Organizational Chart**  
Chairman Kupsik outlined the changes to the Organizational Chart.

Attorney Draper said this version is good enough for the time being as he had not had the opportunity to go through all the ordinances to ensure the reporting structure is fully accurate. One particular issue that may need to be addressed is there is not an ordinance detailing the duties of the Comptroller, so the Comptroller's role in the Organizational Chart is hazy. He noted changes can be made at a later date after ordinances have been passed.

**Motion #2:** Alderman Hill moved to recommend the City Council approve the Organizational Chart, and Alderman Kupsik seconded.

Mayor Connors suggested using a note to explain the Director of Public Works and the Director of the Utility Commission are currently held by one person but that will not always be the case.

Chief Rasmussen pointed out the detectives in the Police Department do not supervise any other positions, and that box should be moved to avoid any confusion.

**Motion #3:** Alderman Hill moved to alter the detective box over, Chairman Kupsik seconded, and the motion passed unanimously.

**Motion #2** passed unanimously.

**6. Discussion/Recommendation of compensation and classification study contract**

Chairman Kupsik informed the Committee he, Administrator Jordan, and Mayor Connors interviewed three firms regarding the compensation and classification study in conjunction with the cities of Elkhorn and Delavan. He explained the three cities sending out a joint proposal would save money for each city compared to doing their own studies individually.

Administrator Jordan added this can be accomplished due to the close proximity of the cities, and all representatives unanimously chose Springsted. It was not the lowest bidder; rather, the group felt Springsted would provide the best finished product.

Alderman Kehoe asked why this study is needed.

Administrator Jordan replied it will ensure employee job descriptions are accurate and if employees are being paid commensurately. He added Lake Geneva has not done this in a long time.

Alderman Hill asked if this is a budgeted expense.

Administrator Jordan replied it was in 2013; however, it is not in the 2014 budget, so it will be paid from contingency funding.

Alderman Hill asked when the work will finish.

Chairman Kupsik replied if Springsted begins in March, the work will finish in July.

Alderman Hill asked how the study will take place.

Administrator Jordan replied the contractor will spend five to ten minutes per employee or group of employees. Employees will also have to fill out a questionnaire. Springsted will conduct the analysis, and the City will be given a database with the results and recommendations.

Alderman Hill noted this study is worth the time and resources.

Chairman Kupsik said the City will own the software system, but employees will have to be trained on its use.

**Motion #4:** Alderman Hill moved to recommend the City Council approve a contract with Springsted for a compensation and classification study to be paid from contingency funding, Alderman Kehoe seconded, and the motion passed unanimously.

**7. Review of applications/resumes for Parking Operations Supervisor position and recommendation for candidate interviews**

Administrator Jordan said no one particular candidate stood out, and the City only received seven applications. He suggested putting the position back on the website and re-advertise while the Committee interviews select candidates.

Chairman Kupsik suggested holding the interviews on Tuesday, March 4, 2013 at 1:30pm.

**8. Discussion/Recommendation of Deputy Clerk-Treasurer position description**

Administrator Jordan explained Comptroller Pollitt and Clerk Neubeck revised the description. The main concern is in regard to statutory compliance between the City's ordinance and State statutes regarding Treasurer duties.

Comptroller Pollitt said there are certain things per statute the new Deputy Clerk-Treasurer is charged to do; however, the Finance, License and Regulation Committee still will make recommendations regarding the City's finances to the City Council.

Attorney Draper said he will further review the job description. He also recommended changing item number eight in the job description to be "...with approval of the Comptroller."

**Motion #5:** Chairman Kupsik moved to recommend the City Council approve the Deputy Clerk-Treasurer position description with the change of item number eight to be "...with approval of the Comptroller," and Alderman Hill seconded.

Attorney Draper said an ordinance will need to be passed fixing issues and specifically delegating duties.

Mayor Connors suggested having this done quickly so nothing falls through the cracks.

**Motion #5** passed unanimously.

**9. Adjourn**

Alderman Hill said she would like to see an employee recognition program on the next regularly scheduled Personnel Committee meeting.

**Motion #6:** Alderman Hill moved to adjourn, Chairman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 5:04pm.

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Tim Neubeck, City Clerk

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