

PERSONNEL COMMITTEE MINUTES

FRIDAY, AUGUST 15, 2014 – 12:30 PM

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik at 12:45 p.m.

Roll Call. Present: Aldermen Kupsik, Hill and Wall. Arrived Late: Aldermen Chappell. Absent (excused): Alderman Taggart. Also in attendance: City Administrator Jordan, Comptroller Pollitt, City Clerk S. Waswo, Director of Public Works Winkler, Assistant Director of Public Works Earle, and Street Department Foreman N. Waswo.

Comments from the public limited to 5 minutes. None.

Review of job description for accounting position and approval for advertising the position.

Comptroller Pollitt presented a job description for an accountant position to replace the finance assistant position that was vacated when Sabrina took the city clerk position. She explained the position would be elevated and possibly be a successor to the Comptroller when she retires. Discussion followed on the requirements and salary range. It was decided to set the salary range from \$42,000 to \$45,000.

Alderman Chappell arrived at 12:50 p.m.

Hill/Kupsik motion to accept Accountant job description with a salary range of \$42,000 to \$45,000 and to approve that staff advertise for the position. Motion carried 4 to 0.

Closed Session

Hill/Kupsik 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 to interview candidates for the Street Department Laborer position and to include Director of Public Works Winkler, Assistant Director of Public Works Earle, and Street Department Foreman N. Waswo in the closed session.

Roll Call: Aldermen Hill, Wall, Chappell and Kupsik voted “yes.” Motion carried 4 to 0.

Entered into closed session at 1:00 p.m.

Hill/Wall 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: Aldermen Hill, Wall, Chappell and Kupsik voted “yes.” Motion carried 4 to 0.

Hill/Chappell motion to have staff proceed with background checks and make a recommendation at the next personnel meeting. Motion carried 4 to 0.

Adjournment

Kupsik/Hill motion to adjourn at 3:47 p.m. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE