

**PERSONNEL COMMITTEE
TUESDAY, AUGUST 24, 2010, 4:00PM
CITY HALL, CONFERENCE ROOM 2A**

Meeting called to order by Chairman Hartz.

Roll Call. Present: Aldermen Hartz, Krause, Mott, Krohn and Tolar. Also present: Administrator Jordan, Alderman Fesenmaier, Assessor Lininger, and Deputy Clerk Roenspies.

Tolar/Krause motion to approve minutes from August 9, 2010 committee meeting. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation of Assessor Consultant Proposals

The committee discussed the two proposals that had been received for assessor consultant services. Alderman Krause stated that it was a difficult decision to make when weighing the services of a good employee against the opportunity to save money. Administrator Jordan noted that Lake Geneva was the only remaining municipality in the area to employ a full-time assessor, as all other communities contract out for these services.

Tolar/Krohn motion to permit a handout from Assessor Lininger. Unanimously carried.

Administrator Jordan stated that it had been expected at the time the full-time assessor was hired that there would be more commercial assessments than have been done. Alderman Hartz stressed that the committee had a responsibility to its constituents to explore ways to possibly reduce expenses, adding that the consultant proposals offered a potential annual savings of at least \$40,000.00 to the City. It was also noted that any severance package for the current employee would need to be determined by the committee. Administrator Jordan was directed to assemble the figures for a potential severance, including an accounting of the actual costs if the current employee were to be let go today. These numbers would be reported to the committee at its next meeting.

Discussion/Recommendation of Policies and Procedures 2.1 Safety Policy

Alderman Fesenmaier stated that the Ad Hoc Policy and Procedure Committee had drafted a two-page safety policy, with each department being responsible for maintaining its own safety manual. The policy outlines the safety training requirements for all departmental employees, as well as a requirement that department heads provide an annual report to the Common Council on training sessions and any manual updates.

Mott/Krause motion to forward to Council with recommendation for approval of the revised Policies and Procedures, Chapter 2.1 Safety Policy. Unanimously carried.

Discussion/Recommendation of Communication Committee request for Staff Position to maintain City Website

Alderman Fesenmaier explained the request of the Communication Committee that a staff position be dedicated to maintaining the City website. She suggested that there should be weekly staff meetings to review meeting minutes and decide what content needs to be placed on the front page of the site, with flags in place to direct users to the documents.

Krause/Tolar motion to assign the responsibility for maintaining the City website to the city clerk. Alderman Mott expressed his concern that these responsibilities might be placing a lot of time pressure on the city clerk. Alderman Krause responded that the clerk would be responsible for

managing the website, but could delegate the actual work to other employees as necessary. Alderman Hartz offered a friendly amendment to specify that the Ad Hoc Policy and Procedure Committee would be responsible for developing a procedure for determining what content is placed on the website and how often it was to be updated. Amendment unanimously carried. The original motion, as amended, carried by a vote of 4 to 1, with Alderman Mott opposed.

Discussion about Interviewing and Hiring Procedure

Alderman Hartz stated that the committee needed to develop an interview and hiring procedure that was both fair and consistent, possibly using the recent hiring process for the city clerk position as a baseline. Alderman Krause suggested that a proposed procedure be put in writing for committee review at a future meeting.

Discussion about Performance Evaluations

It was discussed that the Personnel Committee was responsible for conducting performance evaluations of the city administrator position. Administrator Jordan added that he conducts evaluations of all department heads and brings those results to the committee. Alderman Hartz was to arrange a meeting of the committee to perform an evaluation of the City Administrator.

Appointment of Cindi Gruenwald as Assistant Meter Department Supervisor

Tolar/Mott motion to forward to Council with recommendation for approval of the appointment of Cindi Gruenwald as Assistant Meter Department Supervisor at a rate of \$12.00 per hour. Unanimously carried.

Tolar/Krause motion to adjourn at 5:15pm. Unanimously carried.

Transcribed from handwritten notes of Deputy Clerk Roenspies.
/s/ Jeremy A. Reale, City Clerk