

PERSONNEL COMMITTEE MINUTES
TUESDAY, JULY 20, 2010 – 7:30AM
CITY HALL, CONFERENCE ROOM 2A

Meeting called to order by Chairman Hartz.

Roll Call. Present: Aldermen Hartz, Krause, Mott, Krohn and Tolar. Also present: Aldermen Kehoe and Fesenmaier, Administrator Jordan, Deputy Clerk Roenspies and Diana Dykstra.

Krause/Krohn motion to approve minutes from July 1, 2010 Personnel Committee Meeting. Unanimously carried.

Krohn/Krause motion to let public speak. Unanimously carried.

Alderman Kehoe said she would like give input on the applications for the City Clerk position. Alderman Fesenmaier is concerned about the front page of the website and feels it should be assigned to one person. She is bringing it up to Personnel at this time of transition. Chair Hartz said to put it on a future agenda.

Discussion/Recommendation on a resolution to Diana Dykstra's payout request.

City Administrator Jordan stated that the sick pay policy is employees must be here ten years or more to be paid for accumulated sick days. Hartz asked how we want to compensate Diana for training the new clerk. Krause suggested \$50/hour not to exceed a designated amount. Diana said this is for a transition period to help train. She also said that at her exit interview, everyone seemed to agree that she could be paid eight days vacation instead of sick days. Alderman Krohn asked about setting precedent. Diana replied it has been done for several employees before. Discussion followed on whether there should be a contract.

Krause/Tolar motion to hire Diana Dykstra as a 1099 contract employee at \$50/hour, not to exceed \$2,000, to be adjusted later if necessary. Unanimously carried. Attorney Draper will draw up the contract.

Krause/Krohn motion to pay out whatever vacation days she has. Unanimously carried. This is an administrative decision and does not need to go to Council. The Committee asked Jordan to check how many vacation days she has left. Krause commented that she has shown a high level of integrity and could have taken time off as sick days as soon as she gave notice, but instead worked extra hours to make a smooth, more efficient transition.

Krause/Krohn motion to skip to Item #6 while Jordan is checking. Unanimously carried.

Discussion/Recommendation for completing City Administrator Evaluation.

Hartz said he has compiled past evaluations and asked how the Committee would like to handle this. Krause suggested he give it out to the Committee members to review and hold a closed session Personnel meeting to discuss followed by a meeting with Jordan, either by the Chairman or the whole Committee. He felt it should come back to Personnel for a decision before it goes to Council. It should be given to the Committee members in a sealed envelope marked confidential, to be turned in after the meeting for disposal.

The Committee returned to discussion on whether to convert eight of Dykstra's sick days to vacation days. Dykstra explained that she had worked many hours overtime to make this a smooth transition and that employees are encouraged to use their vacation days first because they lose them

at the end of each year if not used by then. She had done this, not knowing that she would be leaving before the end of the year.

Krause/Tolar motion to convert eight sick days to vacation days to pay out. Tolar suggested paying a set amount as a token of appreciation. Motion carries 3 to 2. It was restated that this is an administrative action and does not require Council approval.

Discussion/Recommendation on appointment and rate of pay for the parking meter assistant.

Kerri Johnson is now the Parking Meter Clerk. She needs to have an assistant able to do her duties in her absence and Cindy Grunwald has been assisting her in this. The suggestion was made to have her designated as the Parking Meter assistant and increase her pay. Jordan said she is now being paid \$11.87 per hour. Krause/Hartz motion to increase her pay from \$11.87/hour to \$12/hour. Krause noted we are still in a recession; Tolar said her responsibility is greater so she should be paid more. Krohn concurred. Unanimously carried.

Initial Review of Applicants for the Position of City Clerk.

Hartz asked how the Committee would like to handle the applications. Jordan said there are 21 application, with two who are currently city clerks. Krause asked if the objective today was to determine how many are qualified. Hartz said he had hoped to narrow them down today. Mott said they all need to have copies to review ahead of time or it could take hours, with which Krause and others agreed. Jordan said he will make copies for all to review. On the meeting scheduled for July 27, they can come with their lists and review. Krause suggested any late applications should be date stamped and saved in case they have to reopen taking applications. Krause/Tolar motion to have all Personnel members read through the applications and create a list of their eight top choices. Jordan said he would have the copies in their boxes by noon. Krause asked Hartz to look over any late ones. Unanimously carries.

The meeting time for the July 27, 2010 meeting was changed from 10:00am to 7:30am.

Krause/Krohn motion to adjourn at 8:50am.

/s/ Artis Roenspies, Deputy Clerk