

PERSONNEL COMMITTEE
TUESDAY, SEPTEMBER 28, 2010, 4:00PM
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Hartz at 4:00 pm.

Roll Call. Present: Aldermen Hartz, Krause, Mott, Krohn and Tolar. Also present: Administrator Jordan; Assessor Lininger; Aldermen Fesenmaier, Marsala and Kehoe; and Clerk Reale.

Approval of Minutes of August 24, 2010 committee meeting

Tolar/Krause motion to approve minutes from the August 24, 2010 committee meeting, as prepared. Unanimously carried.

Comments from the Public limited to 5 minutes None.

Discussion/Recommendation of City Organizational Chart

Copies of an updated organizational chart were distributed to the members of the committee. Administrator Jordan explained that changes had been made to better segregate the supervision of employees between the Comptroller and the City Clerk. Because the responsibilities of the Data Entry/Accounting Clerk and Parking/Front Desk Clerk were more in line with the functions of the Finance Department, those employees had been assigned to the Comptroller. There were additional changes recommended under the Police and Fire Departments and the Library.

Tolar/Krause motion to forward to Council with recommendation for approval of revised City Organizational Chart. Unanimously carried.

Discussion/Recommendation of Performance Review Procedure

Alderman Hartz distributed a draft procedure for conducting performance evaluations. He asked the members of the committee to review the draft and offer any suggestions or recommended modifications. He stressed the importance of having a procedure in place to ensure that all evaluations were conducted in a fair and consistent fashion.

Mott/Krause motion to continue this item to the next committee meeting. Unanimously carried.

Discussion/Recommendation of Assessor Consultant Proposals

Administrator Jordan distributed a report detailing the requested information for the sick pay, vacation and compensatory time pay-outs for the current Assessor. The report also included information about the two bids received to provide assessment services to the City. Accurate Appraisal, of Appleton, WI, had submitted the lowest bid at a cost of \$43,500.00 per year for four years, all inclusive. Administrator Jordan noted that the Assessor's office was currently costing the City approximately \$94,000.00 per year. In addition to saving money on salary and benefits, utilizing the assessment service would ensure that the City had 100% valuation every year and would also result in the elimination of several line items currently carried in the budget for the Assessor's office.

Alderman Krause expressed concern about the significant price differential in the two bids received. Administrator Jordan responded that Accurate Appraisal was used by the cities of Elkhorn and Whitewater and was believed to be a solid firm. Assessor Lininger stated that Associated Appraisal had performed the last revaluation in the City in 2004 and had submitted very high additional charges to the City in its monthly bills. She was concerned about the ability of Accurate Appraisal

to perform the variety of services required at such a low cost and with its relatively small staff. Alderman Hartz noted that the City would still be required to hire a firm to conduct the revaluation even if the full-time Assessor was maintained, as one person would be unable to do it. Alderman Tolar stated that it was important to find ways to save money during the current economic climate. Alderman Krause suggested that, if all the numbers contained in the proposal were accurate, it would make sense to go with the contract. Alderman Hartz noted that the aldermen had a responsibility to save money while maintaining services. Tolar/Krause motion to forward to Finance, License and Regulation and Council without recommendation. Unanimously carried.

Closed Session

Krause/Mott 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 City Administrator performance evaluation. Unanimously carried. The committee entered into closed session at 4:45 pm.

Tolar/Krause motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Unanimously carried. The committee reconvened in open session at 5:29 pm.

Krause/Tolar motion to forward the City Administrator performance evaluation without recommendation to the next regular meeting of the Common Council on October 11, 2010. Unanimously carried.

Tolar/Krause motion to adjourn at 5:30pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk