

**SPECIAL PERSONNEL COMMITTEE**  
**WEDNESDAY, MAY 19, 2010 – 3:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Hartz at 3:04pm.

Roll Call: Alderman Hartz, Krause, Mott, Krohn, and Tolar, Administrator Jordan, Treasurer Klein, Clerk Dykstra, DPW Winkler, and Lisa Seiser.

**Discussion/Recommendation on a Riviera Fountain Collection Policy**

Administrator Jordan passed out a new policy for fountain coin collection.

Alderman Krause suggested it go right to the Treasurer's office. Jordan noted that 99% of the time it probably would just go straight there. Alderman Mott questioned who would be there from the Street Department. Alderman Tolar stated he was told the coins can only be taken out if the fountain is drained. Jordan stated the Superintendent told him they can vacuum the fountain. Mott suggestion only one person is consistently responsible. Chair Hartz suggested that this be done with in the two weeks to prevent corrosion, and it go directly from the pick up to the Treasurer and no one else drying it.

Krause/Tolar motion to approve with the following changes:

1. Paragraph 2 add "Any Employee/City Official"
2. Paragraph 3 delete "City Hall" and replace with "City Hall to Treasurer"
3. Paragraph 3 delete "or some other secure location for drying and/or cleaning as needed."
4. Paragraph 4 strike completely.
5. Paragraph 5 delete "and the cleaning/drying device"

Unanimously carried.

**Discussion/Recommendation on Job Description formats and inclusion of the DPW Director into the Municipal Code.**

Chair Hartz noted there was a memo distributed to Committee members from Dan Winkler. He further explained that this seems to work a certain way. The DPW Director is also the head of the Utility Commission, however what is the succession plan. This should be identified if this is a City Job as DPW Director. There was a job description handed out that was inclusive. He would like to review to see if that gets included. He noted the past ordinance reflected the Utility Director and he would like to see the DPW Director included as part of the ordinance, but doesn't want the "Appointment by the Mayor subject to Council Approval."

Alderman Krohn asked who was in this position prior to Mr. Winkler.

Winkler noted that Ed Lemon was in the position and in 1995 he was made Utilities Director and Public Works Director.

Alderman Tolar noted the Utility is not their business but the Director of Public Works is who they need to be concerned about.

Alderman Krause noted they need that description on here so they can see what the job does and it doesn't need to be overanalyzed.

Winkler stated they can go ahead and update and put that either the Utility or Council recommends or the City can start paying for this position.

Alderman Krohn asked if Mr. Winkler receives administration fees paid to the Utility Commission through TIF 4.

Administrator Jordan stated that the Utility Commission has every year collected those funds and turned around and given the money back to the City. He clarified that he is allowed to bill for his time and they have generously given back to the City.

Krause/Mott motion to add the position of Director of Public Works to the schedule in the Ordinance.

Alderman Mott questioned if there should be an asterisk to clarify who pays for this position currently. Chair Hartz noted it doesn't need to be part of the Ordinance how this position is currently paid. Alderman Krause suggested a resolution to clarify any funding issues.

Motion carried 4-1, Alderman Krohn opposed.

**Status of Update of Assessor Reports.**

Administrator Jordan noted he sent out five RFP's and he gave them until May 28, 2009 at 5pm and he will bring them to the Committee when they are done.

Jordan noted he will email the Clerk the RFP and copy the Alderman.

Mott/Krause 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 performance evaluation of the City Administrator.

Roll Call: "Yes" Alderman Hartz, Krause, Mott, Krohn, and Tolar. Unanimously carried.

Krause/Tolar motion to return to open session pursuant to Wisconsin Statutes 19.85 (2).

Unanimously carried.

Krause/Tolar motion to Adjourn. Unanimously carried.

/s/ Diana Dykstra, City Clerk