

**PERSONNEL COMMITTEE  
TUESDAY, FEBRUARY 22, 2011, 4:00PM  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Hartz at 4:04 pm.

Roll Call. Present: Aldermen Hartz, Krohn, Krause, Mott, and Tolar. Also present: Administrator Jordan, Municipal Court Clerk Crisman, and City Clerk Reale.

**Approval of Minutes of January 25, 2011 committee meeting**

Tolar/Krohn motion to approve minutes from the January 25, 2011 committee meeting, as prepared. Unanimously carried.

**Comments from the Public limited to 5 minutes** None.

**Review/Discussion of letter from Street Superintendent Carstensen**

The Committee was provided with copies of a letter that Superintendent Carstensen had submitted to Council President Krause on February 14, 2011. Chairman Hartz noted that the letter raised personnel issues and he therefore wanted the Committee to have an opportunity to review and discuss the contents of the document.

It was noted that the letter had suggested an “us versus them” feeling persisting among the City workforce vis-à-vis the elected officials. Administrator Jordan stated that the Committee could have an open discussion with Superintendent Carstensen to address these issues, adding that he believed City administration had been very supportive of the Street Department employees and their efforts. He reiterated that the employees of the Street Department do an excellent job. Alderman Mott noted that the references in the letter were relatively general; adding that he would like to know which Council members specifically had raised the issues referenced in the letter. He also concurred with the previous statement of Administrator Jordan about the quality of work being done by the department. Alderman Krohn stated that she and Alderman Kehoe had contacted DPW Winkler about the possibility of arranging an appreciation luncheon for the Street Department employees in recognition of their efforts during the winter snows. Alderman Tolar stressed that the Committee should wait to further discuss any of these issues until Superintendent Carstensen could be present.

Mott/Tolar motion to continue this item to the next regular meeting of the Personnel Committee for discussion with Superintendent Carstensen. Unanimously carried.

Chairman Hartz noted that some of the issues raised by Superintendent Carstensen may have been relayed to him from previous closed session discussions, and reminded all in attendance that the contents of any closed session proceedings needed to remain confidential.

**Discussion/Possible Recommendation on personnel implications of the capital budget**

Chairman Hartz noted that the Council had previously given its approval to borrowing for high priority capital items, including the new TiPss software for Municipal Court. This software was supposed to streamline operations and make the court office more efficient, and Chairman Hartz

suggested that the Committee should consider the possible personnel implications that this change could have on the Municipal Court staff.

Municipal Court Clerk Crisman explained that TiPss was a Windows-based program that would replace the outdated DOS-based system and allow the court to better integrate information into the system and save data entry time. It was noted by Administrator Jordan that a program could eventually be written to give the TiPss system the capability of interfacing with the Pro-Phoenix system to allow for automatic sharing of information between the Police Department and the court. The consensus of the Committee was that the personnel issue should be readdressed after the TiPss program has been fully implemented and evaluated.

Chairman Hartz added that he would like to continue examining ways in which personnel could be utilized in other capacities as capital projects and improvements increase efficiencies in various City departments.

#### **Discussion/Recommendation on establishing goals for City Administrator Jordan**

Chairman Hartz distributed a draft set of goals that he had developed as a starting point for discussion, including target dates for meeting or exceeding those goals. Among the goals discussed by the Committee were: development of an orientation process for incoming aldermen; review and recommend changes to the organizational chart as appropriate; coordination with committees and commissions to make all agendas consistent and professional; regular preparation of written memoranda reporting the activities of the Administrator's office; annual evaluations of department heads and all other City employees; and monthly reporting to the Council on the current fiscal status of the City. Following a discussion of these goals, Chairman Hartz asked the members to bring additional ideas and goals to the next regular Committee meeting for discussion and recommendation.

#### **Closed Session**

Krause/Tolar 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 review of performance evaluation data for City Department Heads. Unanimously carried.

The Committee entered into closed session at 4:44 pm. Upon his request, City Clerk Reale was excused from the portions of the Closed Session involving the performance evaluations of the other department heads.

Krause/Tolar 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 6:23pm.

Krause/Mott motion to adjourn at 6:24pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED  
BY THE PERSONNEL COMMITTEE**