

**PERSONNEL COMMITTEE
THURSDAY, APRIL 15, 2010 – 4:00PM
CITY HALL CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Frank Marsala.

Roll Call: Alderman Tolar, Marsala, Krohn, Mott, Roehrer, Street Superintendent Carstensen, Administrator Jordan, Treasurer Clifford, Clerk Dykstra, Mayor Elect Connors, Attorney Draper, Police Chief Rasmussen, Alderman Fesenmaier, and Lisa Seiser.

Tolar/Mott motion to approve minutes from February 4, 2010 committee meeting. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation regarding investigating mismanagement of City funds by City Personnel.

Alderman Marsala noted they are looking to instruct the City Attorney to conduct an investigation to see if there is anything here.

Alderman Tolar felt this issue was already resolved.

Alderman Roehrer noted she would like to see this investigated internally.

Alderman Krohn felt an outside investigation was best.

Alderman Mott noted an internal investigation is warranted, however he is not convinced these claims are as serious as they are made to be.

Alderman Krohn commented it needed to be outside due to a conflict of interest with the Police Department.

Mott/Roehrer motion to allow the Police Chief to speak. Unanimously carried.

Chief Rasmussen noted that they would determine if there was a criminal act or misconduct and whether it would be best to ship outside. However initially they can determine if any crime has been committed. It can start internally.

Roehrer/Mott motion to internally investigate these items and send externally if required. Motion carried, Alderman Krohn opposed.

Discussion/Recommendation on setting a date for a hearing regarding monies from Riviera Fountain.

Attorney Draper noted the City should generate their own investigation to determine who is involved and they may want to designate a person or group to find out what happened. He noted employees have rights under their contracts. There are police reports and they need to look at the potential criminal and start from there.

Alderman Tolar noted they read the depositions, it went to the County and there was no finding. He further noted there is only one way to take money from the fountain and that is to reach in and take it.

Alderman Roehrer questioned the policy changes.

Alderman Krohn noted there never was a policy and she saw the buckets of money sitting up there. No one proceeded and questioned they want to charge with theft?

Attorney Draper noted they are not going after anyone, they are investigating so they can make a determination and protect the City in the future.

Chair Marsala noted this came to their attention and they have been working on it.

Alderman Krohn felt something should have been done then.

Administrator Jordan circulated a policy written by DPW Winkler to review at the next personnel meeting.

Street Superintendent Carstensen stated he doesn't understand why eight months later this is such a big issue.

Alderman Mott noted this came to the public's attention and to wash this under the rug is not good. They need to review this and make policy determinations.

Alderman Roehrer noted this came up during the audit and when you let something go you open yourself up for problems. By investigating this and putting this to rest they now have protection from employees. It isn't to accuse someone.

Chairman Marsala noted this is to protect us for the future.

Alderman Krohn questioned why this was a big deal now.

Roehrer/Marsala motion to have Dan Winkler and two members of the Personnel Committee constitute a group to investigate this.

Alderman Roehrer noted everything needs to be tightened up.

Administrator Jordan noted this is not an audit issue until the Council determines this money as revenue to the City. He checked around and Whitewater is the only municipality that has a policy on that.

Street Superintendent Carstensen stated this is abandon money until you have a policy.

Alderman Tolar stated the issue is to set a policy.

Alderman Roehrer noted that group should come up with one.

On Voice Vote: Motion failed. Alderman Krohn, Tolar and Mott voting No.

Discussion/Recommendation on updating the Drug and Alcohol Testing Policy.

Chair Marsala noted committee members should go through and update and they can address at the next meeting.

Discussion/Recommendation on City Administrator Job Description Ordinance Changes.

Attorney Draper noted these are the changes requested by the Personnel Committee.

Mott/Tolar motion to accept and send to Council. Unanimously carried.

Discussion/Recommendation on accepting resignation of Bob Meyerhofer.

Roehrer/Tolar motion to accept. Unanimously carried.

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 regarding replacement of Park Meter Supervisor and Assessment Services.

It was determined there was no need to go into closed session.

Administrator Jordan noted that Bob submitted his resignation and the appointment of a successor supervisor.

Alderman Mott noted it should be published for fairness.

Alderman Roehrer and Krohn agree.

Alderman Marsala noted each time there is an opening it should be published.

Roehrer/Tolar motion to have the City Administrator place an ad. Unanimously carried.

Roehrer/Tolar motion to allow Kerrie Johnson to fill the acting Supervisor position temporarily until one is hired at a rate of \$15 per hour. Unanimously carried.

Administrator Jordan noted that Bob Meyerhofer would like to come back to help repair meters. He was not sure of the pay rate. Alderman Roehrer questioned the job descriptions and felt it should be also placed in the paper and he should be encouraged to apply. After further discussion, Administrator Jordan will advertise for one job and include maintenance of meters in the other description.

Roehrer/Marsala motion to advertise for Parking Meter Supervisor to include repairs of meters as a bonus, and if they aren't able to fill it advertise separately. Motion failed.

Alderman Tolar, Krohn, and Mott voting No.

Tolar/Krohn motion to advertise to fill the supervisor position and add the qualifications to repair meters.

Alderman Mott questioned why if Bob is qualified they wouldn't just let him handle it. Motion carried.

Administrator Jordan noted that at a prior personnel meeting the Mayor asked him to look at all areas during a recession. He reviewed the Assessment department. He noted when the new Assessor took over it was understood she would handle commercial and revaluation. She is coming forward to ask for money to complete a revaluation by someone else. Other communities do contract their work out. Attorney Draper asked the Administrator to put together a report and send to the Committee to review.

Administrator Jordan noted he had completed that. He further stated that expectations haven't been fulfilled and he reviewed options. There is one quote they received that handles all the phone calls, computer systems, answers questions, and online services. It is all inclusive and could save thousands. The Department currently costs \$70,000 each year and a savings because there is no additional charges for open book or board of review or office supply budget. He noted he will go out to official bid but wanted to get a feeling of the committee. He commented since they all wanted him to review he will create a report for the Council and the next Personnel Committee.

Items for next agenda.

Handbook, Parking Department Job Descriptions, Assessor Report, Drug/Alcohol Policy, Coin Policy, and Update on Policies and Procedures.

Tolar/Mott motion to adjourn at 5:09PM.

/s/ Diana Dykstra, City Clerk