

**PERSONNEL COMMITTEE
TUESDAY, MAY 4, 2010 – 1:00 PM
CITY HALL, CONFERENCE ROOM 2A**

Meeting called to order by Chairman Hartz.

Roll Call: Alderman Hartz, Krause, Mott, Krohn and Tolar, Administrator Jordan, Clerk Dykstra, and Comptroller Pollitt.

Krause/Tolar motion to approve minutes from April 15, 2010 committee meeting. Unanimously carried.

Comments from the public limited to 5 minutes. None.

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 interviews of the Front Desk Parking Meter Clerk position.
Unanimously carried.

Krause/Krohn motion to return to open session pursuant to Wisconsin Statutes 19.85 (2).
Unanimously carried.

Krause/Krohn motion to contact Susan Pedersen and Denise Fletcher for a two day trial at \$10 per hour as a 1099 employee not to exceed 16 hours for the purposes of evaluation and possible employment. Motion carried. Alderman Mott opposed.

Discussion/Recommendation on the Riviera Fountain Policy.

There was discussion regarding the references to the Utility Commission. The committee requested all references be removed and include the Harbormaster in the collection and return to the City Treasurer for deposit. She is a bonded employee. Administrator Jordan will fix and return to the committee.

Discussion/Recommendation on the Drug and Alcohol Policy.

Administrator Jordan noted he got the impression this was wanted to apply to all employees. He asked what they would like to see as a one time offense. He handed out two pages number “10” and “11” and suggested this was a document created some time ago to replace the employee handbook but never passed and questioned if this is something they would like to see. It was noted Jordan will send the Chair the entire document.
No action was taken.

Discussion/Recommendation on City Administrator Assessor Report.

Administrator Jordan handed out a review of the savings to the City.
Mott/Krohn motion to ask the City Administrator to get atleast two bids for a four year service.
Unanimously carried.

Discussion/Recommendation on Parking Department Job Descriptions.

Administrator Jordan passed out a sample description he received from the parking department. He noted that there are only 325 digital meters and they can cancel the need for a mechanic if they order the remaining digital meters. Chair Hartz asked to see the figures. Administrator Jordan noted he will return with the cost savings.

Discussion/Recommendation on temporarily contracting with Teresa Klein for certain parking meter clerk duties.

Mott/Tolar motion to approve at the past salary. It was noted there may be three or four weeks to assist the department. It was further noted it would be about three hours a day not to exceed 15 hours a week at the current rate. She will not be handling money to conflict with internal controls and shouldn't exceed four weeks. Unanimously carried.

Alderman Mott clarified Personnel will meet on Wednesday May 19th at 3:00pm to review candidates performance and the Riviera Fountain Policy.

Mott/Krohn motion to adjourn at 4:45pm. Unanimously carried.

/s/ Diana Dykstra, City Clerk