

**SPECIAL PERSONNEL COMMITTEE MINUTES
WEDNESDAY, JULY 5, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:31 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell, Flower. Absent: Ald. Straube. Also Present: City Administrator Oborn, Ald. Skates and Mayor Kupsik

Comments from the public limited to 5 minutes, limited to items on this agenda. None.

Approve the Personnel Committee minutes from June 13, 2017 as prepared and distributed

No action taken as minutes were not complete.

Discussion/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018

City Administrator Oborn gave the Utility to the middle of July to let us know if the employee will be coming over. He discussed the shared software and funding. The third demo is next week. One of the tougher components is the parking tickets. Purchasing desks was discussed. We do not need to get bids as the company providing the quote is through the state plan which has already been negotiated.

Discussion/Action on Police & Fire Commission creation of a Fire Department Confidential Administrative Assistant Position

The previous individual doing the administrative duties was a firefighter. This person has since resigned. Chief Peters is looking to separate this from a firefighter position. The Police and Fire Commission approved this in the May. The funding is already in the budget, just not the position. PFC will have to add this to the organizational chart. It will be equivalent to a pay grade scale of 4 and provide payroll functions. Continued to the next meeting pending PFC action.

Discussion/Action on filling Deputy Clerk vacancy

Flower/Halverson motion to approve. We drew from the parking list and have a person that is interested. Motion carried 4 to 0.

Discussion/Action on creating Recreation & Lakefront Department with Director Position

Mr. Oborn explained we have started more scheduling with the ball fields, which is more work that is being pushed to the Clerk's Office. Ald. Flower feels our staff is overloaded and this can potentially take workload off of our staff. This person can run the baseball programs, buoys and slips. We can still contract out with the Y. Mayor Kupsik stated we can incorporate a couple different positions into one. This would eliminate the City Clerk from event permitting and scheduling of events. Mr. Oborn recommends setting it up similar to Elkhorn. There were minutes back from 1990 where this was proposed as part-time or full-time. Elkhorn also has an administrative assistant, which would be a grade 4. Ald. Howell felt the baseball and soccer programs are doing just fine. Mr. Oborn stated the need and workload is there. Ald. Flower is in favor of taking a look at this. We've had issues come up this last year regarding baseball fields and tournaments that occurred where fees were collected on our behalf that were never given to the city. Ald. Howell would like to see a more detailed job description.

Hedlund/Flower motion to suspend the rules and allow Ald. Skates to speak. Unanimously carried.

Ald. Skates is glad to have this discussion. As a liaison from the City to the YMCA, he's very sensitive to what goes on at the board meetings. The city has had an awesome relationship with the YMCA. This is a not a negative to the YMCA. The city is long overdue to have a Rec Department. We are the only city that our City Planner deals with that doesn't have at least one Rec Department/Rec Director. What we have is very unique and has served us well. Our kids are underserved, which is not the Y's fault; it's the relationship that we have developed. He would like to see the city take over concessions. There are also parent groups that could do the concessions where the money goes back to those organizations. The YMCA can still do baseball. Delavan is an example; their purpose is not to start something that is already there. This would give us the opportunity to provide all kids to play. There would still be room for baseball and flag football. It's not taking anything away from the YMCA. He would like to do this in coordination with the YMCA,

the Lakers and the schools. He discussed renting out advertising in the ball fields. Walworth has a really cool program. He knows people from Lake Geneva that are going there to take classes and go to gyms that we don't have and we should. We could take more of an active role. He is concerned that adding Harbormaster duties along with managing the beach and the riv may be overloading this position. He also suggested creating soccer fields at Eastview.

Ald. Howell is for Ald. Skates ideas. He grew up in a system where the school ran the recreation. He just wants to make sure we think this through and find the right person. Ald. Skates doesn't want to rush into it either. If we had a liaison from the city and out in the community it would take a load off the city and it would only go through one person. Ald. Flower referenced the ease of East Troy's website. She feels we are all discombobulated and it's hard for people to find programs. Mayor Kupsik wants to make sure this person will be gainfully employed all year long. We are looking at another \$100,000 a year with wages and benefits. The only reason we had an influx this year is that the Badger baseball diamonds are down.

The committee gave direction to the City Administrator to have a conversation with George Williams, Badger High School and the YMCA.

**Discussion/Action on Employee Health Benefits costs and programs including:
Claims Paid 6 Month Rolling Average**

This was implemented in August 2015 and it has been driving down since then. Participation is going down. Mr. Oborn thanked the employees as it's been a team effort.

Aurora Clinic

There has been no response from Aurora but Mr. Oborn will be having a meeting with Mercy tomorrow. If we go to the state plan, people could migrate to Mercy. If they wanted to stay with Aurora they would have to pay more. They discussed the hours for the clinic. If you want employees to use the clinic it needs to be convenient. It may cost more to go with Aurora, but it could lower costs by employees utilizing the clinic versus going to the doctor. The incentive is that there is no deductible for the employees to use the clinic.

Howell/Flower motion to go 3 days a week, 4 hours per day with Aurora. The location is still being discussed. Motion carried 4 to 0.

Future agenda items and meeting date

Parks, Health Care, Fire Department Confidential Administrative Assistant, Minutes

Closed Session:

Howell/Halverson motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Comptroller Alyssa Slater including Mayor Kupsik, Alderman Skates and the City Administrator in closed session

The Committee entered into closed session at 5:35pm.

Howell/Flower motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Motion carried 4 to 0.

The Committee returned to open session at 5:50pm.

Hedlund/Halverson motion to direct staff to proceed as discussed in closed session. Motion carried 4 to 0.

Adjourn

Howell/Flower motion to adjourn at 5:37pm. Motion carried 4 to 0 at 5:52pm.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE