

PERSONNEL COMMITTEE
WEDNESDAY, OCTOBER 9, 2013 AT 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Kupsik at 4:00 p.m.

Roll Call. Present: Aldermen Kupsik, Taggart, Wall and Hill. Alderman Kehoe arrived at 4:04 p.m. Others in attendance: Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, Treasurer Klein, and Deputy Clerk Roenspies.

Comments from the public limited to 5 minutes. None.

Taggart/Wall motion to approve minutes from September 26, 2013 meeting, as prepared and distributed. Unanimously carried.

Review of applications/resumes for City Clerk position and recommendation for candidate interviews

Copies of all applications received by the deadline had been distributed to the members of the committee for review prior to the meeting. Following a discussion during which the members discussed the applicants with the most suitable experience and qualifications, the committee decided to select the consensus top four applicants to be interviewed for the position and directed Administrator Jordan to set up interviews.

Kupsik/Wall motion to approve four candidates for interviews on October 21, 2013 starting at 1:00pm at 45 minute intervals and again on October 25 at 1:00 p.m. if additional interviews are necessary. Unanimously carried.

Discussion/Recommendation on amending employment contract for City Comptroller

Hill/Kupsik motion to approve the amended contract as presented. Unanimously carried. This contract goes into effect on January 1, 2014.

Update on City Administrator evaluation process

Chairman Kupsik noted that the committee members need to fill out the evaluation forms and turn them in to the Mayor by October 21, 2013. The committee requested that Administrator Jordan provide them with copies of his previous evaluation including the goals and objectives. The Mayor will put the evaluation on the October 28, 2013 Council meeting agenda in closed session.

Update on City Hall reorganization

Administrator Jordan explained that staff and Alderman Kupsik had a meeting to consider how to combine positions and reconfigure desks and offices if necessary, which meeting yielded many ideas but more time is needed to work out the details. Chairman Kupsik noted some of the suggestions that were considered in the meeting and Administrator Jordan added that this was just an update on the ongoing process. Chairman Kupsik remarked that the committee needs to determine personnel needs for the Clerk, Treasurer/Deputy Clerk and the Building/Zoning Administrative Assistant. Administrator Jordan explained that the Building/Zoning Administrative Assistant position will include other duties such as Accounts Receivable and other duties. Jennifer Special is still coming in a couple hours per week to do filing. Alderman Taggart suggested letting the Administrator and staff come up with a recommendation. Alderman Kupsik concluded that the key is to look ahead considering efficiency and cost.

Wall/Hill motion to adjourn at 4:49 p.m. Unanimously carried.

/s/ Artis M. Roenspies, Deputy City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE