

PERSONNEL COMMITTEE MINUTES

TUESDAY, OCTOBER 3, 2017 – 4:30 PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairman Hedlund at 4:35 pm

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

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

Approve the Special Personnel Committee minutes from September 5, 2017, as prepared and distributed

Halverson/Flower motion to approve. Motion carried 3 to 0.

Discussion/Recommendation on expanding Recreation Services and Coordination with other interests including the YMCA and Lake Geneva Schools via: Advocating for the School Recreation District Model OR Expanding the Municipal Recreation Model with the creation of Recreation Director Position in the 2018 Budget

City Administrator to have a meeting with the school this Thursday. Oborn would like input from the committee regarding the budgeting. YMCA will use or implement a resident/non-resident model with a differential in fee. Ald. Flower asked what's the timing on making a decision between the YMCA or a recreational department/program director. Mayor Kupsik and Ald. Halverson stated there's not enough in place to make a quick decision in time for the final budget due in November. No action was taken with item continued.

Discussion/Action on filling the City Clerk Vacancy

Several applications received and close on October 20th. Ald. Hedlund would like to host special meeting of interviews on afternoon of Friday, Oct. 27 and Personnel Committee will be a part of it with intention to make recommendation to council.

Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018

Same thing as last year per Blaine Oborn is about a 2% average.

Ald. Flower motioned to move this forward to FLR without recommendation, second by Hedlund.

Discussion/Recommendation on Employee Health Benefits costs and programs including:

Claims Paid 6 Month Rolling Average

Aurora Clinic

Pricing Fully Insured plans including direct plans and the State Health Plan

The 6 month report wasn't received yet.

Aurora Clinic is having trouble getting location on Monday's so Blaine said move forward with Wednesday 8:00 to 12:00 and Friday from 1:00 to 5:00. Administrator Oborn said possible consideration of state plan, but need to consider/verify options.

Discussion/Recommendation on Schenck for Treasurer support services.

Blaine asked for authorization to use the services for the Treasurers position. They will do reconciliations, but won't do journal entries or payroll.

Ald. Halverson motion to approve, second by Flower. Motion carried 3 to 0.

Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position

Administrator Oborn stated one full-time position has more benefits than two part-time positions. Ald. Flowers motion to approve, Halverson second. Motion carries unanimously.

Future agenda items and meeting date.

Aurora & Healthcare and Continued Discussion on Recreational Director

Special meeting for the Clerk position

Treasurer restaffing

Next meeting on November 7, 2017.

Closed Session: Motion by Ald. Flower, second by Halverson 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:

- a.) Police Chief Rasmussen
- b.) PD Confidential Administrative Assistant Papenfus
- c.) PD Communications Supervisor Froggatt
- d.) Parking Manager Mullally
- e.) Comptroller Slater
- f.) Financial Analyst/Deputy Treasurer Briere

Roll Call: Present: Ald. Hedlund, Halverson, Flower.

Committee entered into closed session at 5:32 pm.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session and to adjourn at 6:02 p.m.

Return to open session at 6:02 pm

Ald. Flower makes a motion to send items a., b., & c. to council, second by Halverson. Motion carried 3 to 0.

Ald. Flower motions to have item d. moved to next Personnel meeting, second by Halverson. Motion carried 3 to 0.

Ald. Flower motion to take no action on item e., second by Halverson. Motion carried 3 to 0.

Ald. Hedlund motion to approve item f. and direct City Administrator to implement interim increase as discussed in closed session, second by Flower. Motion carried 3 to 0.

Adjourn: Ald. Halverson, motion to adjourn, second by Flowers. Motion carried 3 to 0 and meeting adjourned at 6:04 pm.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

11/2/2017 9:45 am

cc: Aldermen, Mayor, Administrator, Attorney, Media