



PERSONNEL COMMITTEE MEETING

THURSDAY, DECEMBER 19, 2013 – 4:00PM

CITY HALL, CONFERENCE ROOM 2A

MINUTES

1. **Meeting called to order by Chairman Kupsik at 4:05pm.**
2. **Roll Call**
Present: Kupsik, Wall, Hill, Taggart, Kehoe
Also Present: Mayor Connors, City Administrator Jordan, Comptroller Pollitt, Clerk Neubeck, Director of Public Works Winkler
3. **Comments from the public limited to 5 minutes**
None
4. **CONSENT AGENDA.** Any item listed on the consent agenda may be removed at the request of any member of the Committee. The request requires no second, is not discussed, and is not voted upon.
 - A. November 18, 2013 Personnel Committee Minutes
 - B. November 21, 2013 Personnel Committee Minutes
 - C. December 4, 2013 Personnel Committee Minutes
 - D. December 6, 2013 Personnel Committee Minutes
 - E. December 9, 2013 Personnel Committee Minutes
 - F. December 12, 2013 Personnel Committee Minutes

Motion #1: Alderman Hill moved to approve Personnel Committee Minutes from November 18, 2013, November 21, 2013, December 4, 2013, December 6, 2013, December 9, 2013, and December 12, 2013, Alderman Taggart seconded, and the motion passed unanimously.

5. **Discussion of Public Works Department reorganization**
Administrator Jordan said the Committee should decide on whether or not to have a Street Superintendent in the vacant position or if a Director of Public Works to oversee the Street Department as well as special projects should be hired. He added six years prior, the City decided on having a Street Superintendent hired internally. Administrator Jordan continued the position is a manager only, and it may be a good idea to change the culture of the Department in order to mitigate current problems.

Director Winkler passed out a memo with his recommendations. The memo outlined several options such as hiring a Street Superintendent and keep the system the way it is, split the duties of the Director of Public Works with another individual, or to hire another Street Department employee and elevate the Working Foreman position. He added another option of hiring an Assistant Director of Public Works who would step forward to become Director should Director Winkler retire. He added the various City Departments operated as “kingdoms” where cooperation

was an exception and not a rule; however, Director Winkler has been able to get multiple Departments to begin cooperating. Director Winkler explained the Public Works administrative functions occur at the Utility Commission office, and if the Public Works Director title is taken away from him, the Public Works administrative functions would have to be done at City Hall.

Alderman Kehoe asked how duties are delegated now.

Director Winkler replied the Street, Wastewater, and Water Superintendents all report to him, and he allows the Superintendents to handle their own departments. He added sixty percent of his time is dedicated to Public Works activities and the other forty to Utilities. He said he was hired in 1995 and worked directly for the City; however, the Utility Commission in 2000 said they would pay his salary, and he resigned from the City. When the City politics began to stabilize, he was appointed Director of Public Works, but is not paid to do so. He added he plans to leave the organization in the next four years.

Chairman Kupsik asked what kind of engineer Director Winkler is.

Director Winkler replied he is a civil engineer.

Chairman Kupsik asked if there is anyone in the organization today who can step up as Street Superintendent.

Director Winkler replied Don Hoelt is the Working Foreman and currently runs the day-to-day operations. He suggested the Personnel Committee look at the long term fit of the organization, and said while there are employees who can do the day-to-day operations, there is no one else on staff who is an engineer who can handle the special projects he currently oversees.

Alderman Wall asked if an Assistant Director can supervise the Street Department.

Director Winkler replied that is an option, and he can pass responsibilities fast or slow depending how adept the Assistant Director is.

Alderman Wall asked when the last time someone from outside the organization was hired as Street Superintendent from outside the organization.

Director Winkler replied he does not know off the top of his head and surmised a couple decades at least.

Alderman Hill asked who the Street Superintendent currently reports to.

Administrator Jordan replied the Street Superintendent reports to both him and Director Winkler.

Alderman Hill said the Street Superintendent reports directly to the Director of Public Works according to the Organization Chart.

Chairman Kupsik said he wants fix the problems in this situation and have a clear line of who reports to whom. He added he likes Alderman Wall's idea of having an Assistant Director of Public Works who would manage the Street Department while slowly absorbing some of Director Winkler's Director duties over time. He asked if it is possible to create a Director of the Utility Commission as well as a Director of Public Works.

Comptroller Pollitt clarified the Utility Commission is not a separate entity as it is part of the City for financial reporting and insurance reasons. She added it is very abnormal for a municipality to give such discretion to a department such as the Utility Commission, and most municipalities consider utility functions to be under Public Works rather than detached.

Mayor Connors agreed with Comptroller Pollitt and added Burlington has all utility services under Public Works.

Director Winkler said by Resolution the Director of Public Works and Utility Commission Director can be unified, and the Organization Chart does not always depict what is practiced. He agreed with Chairman Kupsik and Alderman Wall about hiring an engineer as an Assistant Director and delegate further authority from there.

Chairman Kupsik clarified he wants to know who is doing what duties, and no matter what the City still pays Director Winkler.

Alderman Hill asked if the Assistant Director will for sure replace Director Winkler.

Administrator Jordan replied that would be idea as Director Winkler intends to retire in the next four years and succession planning must be done.

Mayor Connors said with regards to the organization chart, the only change is the box for Street Superintendent would become Assistant Director of Public Works, and the Council appoints a Director via Ordinance.

Comptroller Pollitt said the Streets and Utilities will be more apt to cooperate because the Street Department employees will become non-union as of January 1, 2014 which would make all employees on equal ground.

Motion #2: Alderman Hill moved to create an Assistant Director of Public work position which reports directly to the Director of Public Works and instructed staff to create a job description and get salary range information, and Alderman Wall seconded.

Chairman Kupsik asked why the Cemetery employees report directly to the Director of Public Works.

Alderman Kehoe suggested the Director can delegate overseeing Cemetery staff to the Assistant Director at his discretion.

The motion passed unanimously.

6. Discussion of hiring a Street Superintendent

7. Discussion/Review of Parking Supervisor position description

Alderman Kehoe asked if the Parking Committee agrees with the hiring of a Parking Supervisor.

Alderman Hill confirmed this.

Chairman Kupsik replied this has been discussed in the past.

Alderman Hill asked where this position would be on the organization chart.

Administrator Jordan replied the Parking Supervisor would be elevated to a department head level reporting to the City Administrator.

Chairman Kupsik asked how many full-time parking enforcers are on staff.

Administrator Jordan replied there are two full-time enforcers with the rest being seasonal.

Mayor Connors asked who the Parking Clerk reports to.

Comptroller Pollitt replied the Parking Clerk reports to her in order to maintain checks and balances as requested by the auditors.

Alderman Hill suggested the Parking Supervisor be on-site during weekends and holidays during the busy summer season.

Mayor Connors said having one person accountable for the parking will help, and a large component will be educating local businesses and not just enforcement.

Motion #3: Alderman Hill moved to accept the job description with minor changes, being parallel to other department heads, and with a pay scale between \$40,000 and \$45,000; Chairman Kupsik seconded, and the motion passed 4-1 with Alderman Kehoe being against.

8. Adjourn

Motion #4: Chairman Kupsik moved to adjourn, Alderman Hill seconded, and the motion passed unanimously.

The meeting adjourned at 5:37pm.

Tim Neubeck, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**