

PERSONNEL COMMITTEE MINUTES

THURSDAY, AUGUST 21, 2014 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik at 4:02 p.m.

Roll Call. Present: Aldermen Kupsik, Hill and Wall. Absent: Aldermen Chappell and Taggart (excused). Also in attendance: City Attorney Draper, Mayor Connors, City Administrator Jordan, Comptroller Pollitt, Chief Rasmussen, Adm. Lt. Gritzner and Chris Schulz.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on proposed change to Ordinance 2-49(3)

Attorney Draper discussed the proposed change to Ordinance 2-49(3). He explained that the Ordinance would have the Personnel Committee and the Common Council hire Department Heads, but non-exempt employees could be hired by the Department Heads. The Department Heads could also fire employees, but would have to follow the grievance procedure in the Personnel handbook and City policies and procedures.

Hill/Wall motion to recommend approval to the changes to Ordinance 2-49(3). Motion carried 3 to 0.

Acceptance of letter of retirement from the City Administrator

Hill/Wall motion to accept the City Administrator's retirement letter and start the process to search for a replacement. Motion carried 3 to 0.

Discussion/Recommendation on reorganizing city hall staff

Administrator Jordan and Comptroller Pollitt provided job descriptions for the Deputy Clerk, Accountant, Front Clerk A and Front Clerk B/Treasurer positions. The front counter staff, the Comptroller, City Clerk and Administrator met and discussed what should be the duties of each position to make them as efficient as possible. It was universally agreed that the Deputy Clerk/Treasurer position had more duties than one person could perform efficiently. It is recommended that the Treasurer position be split off from the Deputy Clerk position and placed on one of the front counter positions. The Municipal Court is also in need of a part-time position to help during court times and for data entry and collections. Front Counter Clerk A could assume those limited duties. In this reorganization, we have taken the former half-time Treasurer position and the part-time Municipal Court position and placed those duties on front counter personnel. The Comptroller had previously asked to replace the Accounting Clerk position with an accountant and also add another part-time accounting person. Under this new arrangement, the accounting part-time help will not be hired.

Wall/Hill motion to approve the reorganization plan and forward a recommendation to Council to change the Ordinance section concerning the Deputy Clerk/Treasurer position. Motion carried 3 to 0.

Closed Session

Hill/Wall 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 in reference to candidates for the Street Department Laborer position.

Roll Call: Aldermen Hill, Wall and Kupsik voted “yes.” Motion carried 3 to 0.

Hill/Wall motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session.

Roll Call: Aldermen Hill, Wall and Kupsik voted “yes.” Motion carried 3 to 0.

Kupsik/Hill motion to recommend the Common Council approve the hiring of Daniel Hall at a rate of \$19.00 per hour. After a 6 month positive review, his rate of pay will be increased to match the full time street department employees. Motion carried 3 to 0.

Adjournment

Hill/Wall motion to adjourn at 4:52 p.m. Motion carried 3 to 0.

/s/ Dennis Jordan, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE