

MINUTES
PERSONNEL COMMITTEE

Tuesday, October 24, 2017

City Hall, Room 207

4:34 p.m.

Members Present: Ald. Steuer, Chair, Ald. Moore, Vice Chair, Ald. Sladek, Ald. DeWane

Others Present: Ald. Dorff, Ald. Nennig, Ald. Nicholson, Ald. Zima, Interim Director Falk, Director Ellenbecker, Attorney Chavez, Asst. Attorney Faulds, Asst. Director Renier-Wigg, Chief of Staff Jeffreys, City Clerk Teske and others

1. Roll call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Moore. Motion passed unanimously.

3. Approval of the minutes from the October 10, 2017 meeting.

A motion to approve the minutes from the October 10, 2017 meeting was made by Ald. Sladek and seconded by Ald. Moore. Motion passed unanimously.

4. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Document Center Lead – Administrative Services

A motion to approve the request to fill the Document Center Lead position and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane and seconded by Ald. Moore. Motion passed unanimously.

b. Building Services Coordinator – Community & Economic Development

A motion to approve the request to fill the Building Services Coordinator position and all subsequent vacancies resulting from internal transfers was made by Ald. Moore and seconded by Ald. DeWane. Motion passed unanimously.

5. Consideration with possible action on request by Ald. Wery to review and determine/or set a City policy for minutes (written or other) of any City meetings as deemed appropriate.

Ald. Steuer reported that Ald. Wery brought this item forward to get the discussion going with respect to meeting minutes.

Ald. Sladek asked if the City currently has a policy for minutes. Interim Director Falk doesn't believe the City has a policy for minutes, but rather a practice or process. Currently, minutes report the motion and vote along with a summary of the agenda item.

A motion to draft a policy on minutes with input from City Council members for review and discussion was made by Ald. Moore and seconded by Ald. Sladek.

Ald. Zima suggested looking at how other municipalities prepare and report minutes. Minutes should include a good summary of items debated by the committee.

Ald. Steuer agrees with getting input from the Council members in order to draft a policy. He further stated he would like to see the policy at the next committee meeting. After discussion, it was determined the policy could be presented within 60 days.

Motion passed unanimously.

6. Consideration with possible action on report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. Sladek and seconded by Ald. DeWane. Motion passed unanimously.

There being no further business, a motion was made by Ald. Sladek and seconded by Ald. Moore to adjourn at 4:41 p.m. Motion passed unanimously.