

MINUTES
PERSONNEL COMMITTEE

Monday, April 13, 2015
City Hall, Room 203
5:15 p.m.

Members Present: Ald. Andy Nicholson, Ald. Thomas Sladek, Ald. Thomas DeWane, Ald. Guy Zima

Others Present: Lynn Boland, Tom Molitor, Steve Grenier, Dawn Foeller, Mike Hronek, Melanie Falk, and others.

1. Roll Call.

Ald. Nicholson, Sladek and DeWane present, Ald. Zima in route.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

3. Approval of the minutes from the March 31, 2015 meeting.

A motion to approve the minutes from the March 31, 2015 meeting was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried 3-0.

4. Request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Clerk III (Front Desk) – Police

Ald. DeWane asked if this position was just filled. Chief Molitor explained this position recently became vacant due to the incumbent being sworn in as a police officer.

A motion to approve the request to fill Clerk III (Front Desk) position in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

b. Web & Graphic Designer – Finance/IT

A motion to approve the request to fill Web & Graphic Designer position in Finance/IT and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane and seconded by Ald. Sladek.

Ald. Nicholson asked if the City was adding another Web & Graphic Designer position. Director Boland explained this is a replacement position for Chris Rand who is leaving in June. Ald. Nicholson asked whether interviews had been conducted. Director Boland stated the City had not started the recruitment process for this position. Ald. Nicholson then asked if the job description needed revision. Director Foeller indicated the job description has been revised and includes the Public Television job duties. Motion carried unanimously.

c. Civil Engineer – Public Works

A motion to approve the request to fill Civil Engineer position in Public Works and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

5. Request to fill new position of Assistant City Attorney I approved as part of the 2015 budget effective July 1, 2015 and all subsequent vacancies resulting from internal transfers.

A motion to approve the request to fill new position of Assistant City Attorney I approved as part of the 2015 budget effective July 1, 2015 was made by Ald. Sladek, seconded by Ald. DeWane for discussion.

Ald. DeWane is concerned about the lack of attention Council has been receiving from the attorney's office and won't support filling the position at this time. Ald. DeWane feels that Council may need to have their own attorney.

Ald. Nicholson asked about the cost of this position. Director Boland explained the salary range for this position is \$57,000 - \$71,000. The cost for 2015 would be \$28,000 - \$35,000, plus approximately 25% for benefits. The position would then be budgeted full-time in 2016.

Ald. Zima stated this is a full-time position, being filled for half a year. Ald. Zima feels this position needs further review to make sure the City is getting their money's worth. The salary and benefits for this position will be near \$100,000.

Since Atty. Mueller was unable to attend the meeting tonight, Ald. Sladek amended the motion to hold this request until the next meeting. Ald. DeWane seconded the amended motion. Motion carried unanimously.

6. Request by Ald. Tim DeWane to review the Mayor's conduct when contacting commission, committee and authority members before, during and after meetings and to not intimidate or bully the members on how they vote or voted.

A motion to hold the request by Ald. Tim DeWane until the next personnel committee meeting was made by Ald. Tom DeWane, seconded by Ald. Zima. Motion carried unanimously.

7. Request by Ald. Wery to review and/or implement department policy regarding political endorsements. Request if no policy is in place that departments not officially endorse any political figure, up to and including appearing in political fliers while in official city uniform.

Director Boland explained that Ald. Wery had to attend another meeting tonight and had emailed her and Ald. Zima requesting to refer this matter to staff to draft a policy.

A motion to refer to staff to draft a policy about city employees in uniform not being on political fliers was made by Ald. Zima and seconded by Ald. DeWane. Motion carried unanimously.

8. Report of Routine Personnel Actions for regular employees.

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

There being no further business, a motion to adjourn was made by Ald. Sladek and seconded by Ald. DeWane at 5:30 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary