

Personnel Committee Tuesday, February 13, 2018 at 5:00 p.m., at City Hall, 1111 W. 2nd Ave

1. Call to Order at 5:04 by Chairman Fox
2. Roll Call – There was a quorum. Present were Fox, Newcomer, Vondra, Anderson, Clerk Withee. Guests were Chief Hughes, Rory Strehlow, Tim Stocks, and a reporter from the Independent Register.
3. Public Appearances: Rory Strehlow thanked the Committee for securing higher wages for the Streets and Sewer Department for 2018. He did feel that not all his concerns from his previous appearance have been addressed in full. Strehlow then left the meeting.
4. Committee Comments or Questions: No comments or questions.
5. Approve Previous Minutes. Minutes from the Dec 2017 and January 2018 were distributed. Motion was made by Anderson, seconded by Newcomer to accept the Dec minutes as presented. Vondra pointed out that the date of the January meeting should read January 10, not January 9th. It was also corrected to read that the December minutes were tabled, not the January minutes. Motion made by Anderson and seconded by Newcomer to accept the January 2018 minutes as corrected. Motion carried.
6. Updates to Personnel Manual. Chief Hughes presented some minor corrections (attached). A motion was made by Anderson, seconded by Vondra that the Clerk update the handbook and email to all Committee members so that a final review can be done at the next meeting. Motion carried.
7. City sponsoring employees attending police academy training. The Chief presented some information on the possibility of sponsoring candidates for the Police Training Academy. Since there is a significant expense in doing so, the committee needs more time to consider possible scenarios for this. Vondra will investigate the cost of work comp/payroll taxes for the candidates, if paid. The chief will report back with additional information.
8. Wage scales for non-represented employees. Motion to table by Anderson, seconded by Vondra. All aye; motion carried.
9. Final Review of Job Descriptions. Several job descriptions with minor changes were handed out. The Clerk and the Chief were instructed to bring up at the next Dept. Head meeting that all employees are to review their job descriptions, not just the department heads. OK'ing job descriptions will be on the agenda for the next meeting.
10. Anderson moved at 5:52 pm to enter Closed Session per WI State Statutes Sec. 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. Re: Selection process for part time dispatchers, part time police officer and full time police officer AND ALSO to continue in Closed Session per WI State Statutes Sec. 19.85(1) (f), to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if

discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: City Employee. Seconded by Vondra All aye; motion carried. Reporter left the meeting at that time. The Chief left meeting at 6:20 pm. City Clerk left meeting at 6:35.

Anderson made a motion at 6:45 pm to go into open session. Seconded by Vondra. All aye; motion carried. No action was taken on closed session.

11. Future Agenda Items : job descriptions, personnel manual, police academy training; wage scales
12. Date & Time for next meeting: Wednesday, March 14 5:00 pm.
13. Adjourn: Motion by Anderson, seconded by Newcomer to adjourn at 6:48 pm. All aye; motion carried.

Gail Vondra, Committee Secretary