

Brodhead Personnel Meeting August 3, 2016 (Joint meeting with Finance Committee)

The Secretary for the Finance Committee took minutes as applied to their committee. I did likewise for the Personnel Committee.

Present from Personnel: Vondra, Anderson, Fox Absent: Newcomer, Mueller  
Guests: Chief Hughes, Ellyn Popanz, Mayor Pinnow, Clerk Withee

Troy Nyman from Finance called the meeting to order at 7:02.  
Anderson moved to table the minutes from the June meeting. Seconded by Vondra. All aye, motion carried.

There are no minutes from July since a formal meeting was not held due to a lack of a quorum.

No citizen concerns or other committee concerns were presented.

The mayor spoke on budgeting. Do we need to budget for hiring? Would like to see the city be proactive, not reactive. A priority list from department heads should be gathered, so long range planning can occur. May be extra room in the budget, depending on bonding for capital items. The mayor then left the meeting.

Withee reported that her office is working on their job descriptions. Anderson moved to table the job description reviews. Seconded by Vondra. All aye; motion carried.

At 7:15 pm Anderson moved to go into closed session per WI State Statutes Sec. 19.81 (1) (c) considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility RE: Employee wages. Seconded by Vondra All aye, motion carried. Chief Hughes and Ellyn left the room. Vondra moved to go into open session at 7:50 pm. Seconded by Anderson. All aye; motion carried. Chief Hughes and Ellyn were invited to reenter. No action was taken from the closed meeting.

Commented [gv1]:

Finance committee reviewed their reports. We are waiting for the new levy info to set budget, look at any staff increases or wage increases.

After a brief discussion, no action was taking on the possibility of a city administrator, financing being a major issue.

Clerk-Treasurer Department staffing: Clerk Withee reported that things are going well right now. However, the committees will reexamine this subject in the future.

Union grievance regarding vacation time has been settled, and no action by committee is needed.

Vondra moved to table discussion of the Police Standards of Conduct Policy to a future meeting. Seconded by Anderson. All aye; motion carried.

No action was taken on committee restructuring as two of the 5 members of the Personnel Committee were absent.

Future agenda items: both committees would like to review the Evansville study and any other available studies on comparable salaries regarding municipal job descriptions in our area. Fox will see that everyone receives these before the next meeting. Other future agenda items include employee job descriptions and approval of June minutes.

It was agreed that the two committees would meet again jointly on August 24<sup>th</sup>, 2016 at 7:00 pm.

Anderson moved to adjourn at 8:34 p.m. Vondra Seconded. All aye; motion carried.

Gail Vondra, Committee Secretary