The meeting was called to order at 7:14 PM by Mayor Guinn with the following roll call:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Attendee Name** | **Title** | **Status** | **Arrived** | | Jack Abbott | Alderperson | Present |  | | Kim Olson | Alderperson | Present |  | |

Also present were Alderperson Joseph Riese, Bob Smith, and Roger Smith, as this was a Meeting of the Whole, Mayor John Guinn, Comptroller/Treasurer Angela Runde, and City Clerk Anastasia Gonstead.

# Approval of Minutes

Approval of the March 27, 2023 Personnel Committee Meeting Minutes

Motion to approve the March 27, 2023 Personnel Committee meeting minutes made by Alderperson Abbott, second by Alderperson Roger Smith. No discussion. 4-0, approved. Alderperson Olson abstains from voting.

# Citizen Comments

None

# Closed Session

Convene in Closed Session Pursuant to Section 19.85(1)(C) Considering Employment, Promotion,

Alderperson Olson stated nobody asked her to put this on the agenda. Comptroller/Treasurer Runde explains they cannot deny an employee the opportunity to go into closed session if they make the request.

Motion by Alderperson Roger Smith to go into closed session. No immediate second to said motion. Comptroller/Treasurer Runde explains she can do this in open session if that's what they are going to decide. Alderperson Olson indicates she would prefer that.

Comptroller/Treasurer Runde explains she requested the closed session, which she had been denied. That she wanted to go into closed session and that she has had personal issues with some of the Council members. Made the statement they have refused, although it is within her rights.

Alderperson Roger Smiths asks if there is anything that can be done to change her mind. Comptroller/Treasurer Runde explains she would have preferred to discuss this privately. She stated that she can leave immediately, if that is what they like. That this is a sensitive time. Alderperson Bob Smith inquires if she would be willing to stay for two weeks or up to a month. Comptroller/Treasurer Runde explained she can discuss that with the Mayor later. Alderperson Roger Smith explains there are clearly issues of which he is unaware. Comptroller/Treasurer Runde explained she is again going to ask if the committee is going to grant her her right to a closed session on this matter. Mayor Guinn went on to add that they are putting the City at risk by denying an employee their right to a closed session. Alderperson Bob Smith pointed out this would be a good time to have the City Attorney present. Alderperson Roger Smith stated he was not comfortable with not affording Comptroller/Treasurer Runde the opportunity to go into closed session. Alderperson Olson tells Comptroller/Treasurer Runde she could have contact Alderperson Olson at any time, but that Comptroller/Treasurer Runde finds her to be inferior or insignificant.

Alderperson Roger Smith states there are clearly differences of opinion between some of those present and Mayor Guinn. That he fails to understand the unwillingness to work together and, instead, will let a very qualified individual walk out the door at a risky time for the City. He further states we do not have someone that can just be dropped into that position.

Alderperson Joseph Riese seconds the motion to go into closed session.

Alderperson Bob Smith goes on to explains State law has strict guidelines in which they are able to go into a closed session, there are specific requirements. He states that if they vote yes to go into closed session, they are personally subject to fine if they do not have reason to go into closed session. He states that you may attend the closed session, but you protect yourself by not voting to go into it. He further explains he is reluctant to go into this closed session, as he has never heard of a self-imposed review. He states it makes it look like, on the agenda, that the chairman did it. He further explains he believes this is an opportunity for the Comptroller/Treasurer to review their performance, not her own.

Mayor Guinn explains the City employees sign a handbook. That the City has always, as a matter of policy, had employee specific matters in closed session. That the City is subject to litigation. Alderperson Bob Smith again states he has never heard of a self-imposed review.

Mayor Guinn states they do not have to like one another, but they need to work together. Alderperson Olson asks if Mayor Guinn leaves will Comptroller/Treasurer Runde stay. Alderperson Roger Smith stated Comptroller/Treasurer Runde is tendering her resignation and they need to be able to talk with her. Alderperson Riese asks Alderperson Abbott his opinion. Alderperson Abbott states he does not understand why this evaluation of Comptroller/Treasurer Runde is happening early.

Roll vote taken:

Alderperson Roger Smith - Yes/Aye

Alderperson Riese - Yes/Aye

Alderperson Olson - No/Nay

Alderperson Bob Smith - No/Nay

Alderperson Abbott - No/Nay

Vote is 2-3, Motion is defeated.

Discuss, with Possible Action, the Performance Evaluation of the Comptroller-Treasurer Position

N/A - Motion to go into closed session was defeated.

Reconvene into Open Session With Possible Action

N/A - Motion to go into closed session was defeated.

# Other Items of Discussion/Possible Action

Discuss, with Possible Action, Additional Deputy Clerk Position

Motion by Alderperson Roger Smith to explore hiring an additional deputy clerk position, list the position using the previous hiring standards. Alderperson Riese asks for clarification if the motion is for fulltime or part-time. Alderperson Roger Smith states fulltime, but he is agreeable to amending as he doesn't want the fulltime designator to kill the motion. Second by Alderperson Riese.

Discussion. Alderperson Abbott states he cannot see going into something such as this without knowing where the City is at financially. Mayor Guinn states that is a fair point, he adds that over a period of years the City has made numerous cuts. That perhaps they should look at scaling back what the City is involved in. Alderperson Bob Smith explains the City has divulged themselves of the golf course, that they are stuck with the TAG Center. Asks what else Mayor Guinn in referencing. Mayor Guinn states he would suggest ending the revolving loan fund and the things filtered through the Community Development Authority. There is much talking over one another at this point. Alderperson Riese is able to break through and implores the alderpeople and the mayor to let one another talk, try to stay calm, and limit themselves as they need to make decisions and still get home tonight. Mayor Guinn thanks Alderperson Riese for this.

Alderperson Bob Smith states he supports Alderperson Roger Smith's motion. He indicates he has had people mention to him that it would be nice if the City Hall doors were always unlocked, that the citizens should be able to come in whenever. Alderperson Olson states she believes the "three" should be out front - the City Clerk, the Deputy Clerk, and the "Other one in back." Alderperson Abbott states he agrees that when a citizen comes to City Hall, they should be able to talk with somebody. Alderperson Olson comments she does not feel there must be much need if the former Deputy Clerk was terminated.

Alderperson Riese states he is open to exploring this option, but he wonders if they need to put a price tag on it or not. He explains they could use landfill money to cover the position for the first year and then appropriately work it into the budget for subsequent years. Comptroller/Treasurer Runde explains that by going back and cleaning up some of the benefits, she has been able to recuperate approximately $30,000. Additionally with the staffing changes and there is cushioning where not all the same benefits are being used by the current staff. The City is also paying a lot toward extra services for clean up and such with the auditors. Alderperson Abbott asks for clarification, that he thought we are audited every year. Comptroller/Treasurer Runde explains the City has paid in excess due to the needed clean up, assistance when we do not have help to handle it or when we do not have time to do what is required, properly. Alderperson Abbott asked where these positions stop. Alderperson Bob Smith stated those where from mistakes of the previous Comptroller/Treasurer. That they have hired someone to come in and help now, not tell them what they have been doing wrong.

Alderperson Olson reiterates that there needs to be staffing for City Hall five days a week, during standard business hours.

Motion by Alderperson Roger Smith to post for an additional Deputy Clerk position, full-time, at a rate of $17-19 per hour. Second by Alderperson Riese. No further discussion.

Roll vote -

Alderperson Roger Smith - Yes/Aye

Alderperson Riese - Yes/Aye

Alderperson Olson - No/Nay

Alderperson Bob Smith - Yes/Aye

Alderperson Abbott - Yes/Aye

4-1, motion carries.

Discuss, with Possible Action, Necessary Changes to Phone System for Remote Work Capability

Alderperson Riese had asked this be added to the agenda. Explained City Clerk Gonstead did give him an update on this issue. City Clerk Gonstead explained the phone has capability of voicemail to email, around the time of the Spring Election a helpdesk ticket was put in because this function was not working. They phone company explained that this happens with regularity. When they tried to fix it remotely, they were unable, that they then sent out an individual repairperson who was unable to fix the matter either. She stated she then asked them to provide an email of what, specifically was going on, the response was that our warranty lapsed in January of 2022, that the voicemail to email function is not worker, the web portal cannot be accessed, and they cannot gain access to the Mitel phone access administrator application. They provided a yearly and monthly amount for cost. City Clerk Gonstead inquired for further specifics and a comprehensive quote, as they indicate we are working off an old version. At this time, there has been no response at this time, despite a follow up email. City Clerk Gonstead further explained the phones general functions still work, that there are workarounds to physically forward a desk phone to another.

Alderperson Bob Smith asked if it is the phones themselves. Alderperson Riese explained it appears to be outdated in general. Alderperson Bob Smith asked how important this is. Mayor Guinn states he does not believe it is too important, as it still has the regular functions needed to conduct business.

Alderperson Riese explains he would like to see the quotes and revisit this in the future. Matter tabled to next month's meeting.

**RESULT: TABLED Next: 5/22/2023 6:00 PM**

Discuss, with Possible Action, Suspending Remote Work Capability for Employees Until Remote Phone

Alderperson Riese explains, based on what was just learned about the phones, he feels this one is okay to be left alone. Withdrawn.

**RESULT: WITHDRAWN**

Discuss, with Possible Action, Payroll Processing Day

Alderperson Riese explains he had this added to the agenda. He explains the payroll processing day has been changed from what everyone is used to happening in practice. For at least two years, we always saw the deposit on every other Thursday, going into Friday morning. That his concern lies with having City employees on staff, who were hit with this change unexpectedly. Alderperson Riese went on to explain, when a big change occurs, notice should be sent to employees, as in this case it could have had financial implications.

Mayor Guinn asked if the intent is to change the deposit to Thursdays.

Motion by Alderperson Riese to, on payroll weeks, to process the ACH on Wednesday, deposit to be made on Thursday, with the exception to holidays, effective immediately. Second by Alderperson Bob Smith.

Roll Vote -

Alderperson Riese - Yes/Aye

Alderperson Bob Smith - Yes/Aye

Alderperson Olson - Yes/Aye

Alderperson Abbott - Yes/Aye

Alderperson Roger Smith - Yes/Aye

5-0, unanimous.

Discuss with Possible Action Updating the Employee Handbook

Motion to table to next month's meeting made by Alderperson Riese, second by Alderperson Abbott. 5-0, unanimous.

# Adjournment

Motion to adjourn at 8:23 PM by Alderperson Abbott, second by Alderperson Olson. 5-0, unanimous.

Meeting adjourned at 8:23 PM.

Anastasia Gonstead, City Clerk