

PERSONNEL COMMITTEE

JUNE 27, 2016

The meeting was called to order at 7:54 p.m. by Ald. Frings with the following Roll Call:

Members Present: Ald. Frings, Ald. Olson, Ald. Schmidt

Members Absent:

Others Present: Mayor Boelk, Lois Krueger, Ald. Smith, Ald. Bartelt, Ald. Toellner, Delynn McDermott, Mike Kurutz

Item #2 Approve the minutes from June 23, 2016 meeting.

Motion by Ald. Schmidt, second by Ald. Olson to approve the minutes from June 23, 2016. Motion carried unanimously.

Item #3 Citizen Comments

None.

Item #4 Clerk's Report

Election Update. August 9th election. Absentee ballots have been mailed on time. All ballots must be returned.

Item #5 Discuss time line for hiring TAG Center Maintenance Manager trainee/replacement after retirement.

Ald Frings mentioned that the current Maintenance Manger does custodial duties. He suggested that we hire someone part-time and less paid for those duties and make the Maintenance Manager a maintenance man for all buildings for the city. Mike Kurutz suggests waiting for the new addition to see what additional duties and responsibilities are on the manager's duties. Mike also suggested that a new hire shadow him for at least 3 months. The Mayor suggested we have someone hired by January for the manager's retirement in May.

Item #6 Discuss City Attorney RFP.

Local attorney sent pricing. We currently don't have a retainer with any specific attorney. The pricing received is at a competitive rate. The Mayor thinks it is a great idea to have more than one attorney available. Alderman Smith like the idea of using local business, but raises a concern of conflict of interest with local customers of his.

Motion by Ald. Frings, second by Ald. Schmidt to table until next month. Motion carried unanimously.

Item # 7 Discuss/Recommend adopting "Look Back Measurement Method" for Affordable Care Act Reporting.

Lois reported that she discussed this with Baker Tilly. They suggested the "Look Back Measurement Method". It allows seasonal employees to work 40 hours a week up to 6 months yet not requiring you to offer them health insurance. They suggest not to switch back and forth, but to pass a resolution stating which method we would use.

Motion by Ald. Schmidt, second by Ald. Frings to recommend adopting "Look Back Measurement Method" for Affordable Care Act Reporting. Motion carried unanimously.

Item #8 Convene into Closed Session Pursuant to Section 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.

Motion by Ald. Schmidt, second by Ald. Frings to convene into closed session at 8:17 p.m. Motion carried unanimously.

- A. Interview Candidates for City Clerk Position and Candidates.
- B. Reconvene into Open Session for Possible Action/Recommendations.

Motion by Ald. Schmidt, second by Ald. Frings to reconvene into open session at 8:23 p.m. Motion carried unanimously.

Motion by Ald. Schmidt, second by Ald. Frings to recommend hiring Delynn McDermott as City Clerk with a starting wage of \$19.00 an hour with an increase to \$19.75 per hour after completion of 6 month probation period and performance reviews pending background and drug testing. Motion carried 3-0.

Item #9 Adjournment.

Motion by Ald. Schmidt, second by Ald. Frings to adjourn at 8:25 p.m. Motion carried unanimously.

Lois Krueger, City Clerk