

SPECIAL JOINT PERSONNEL COMMITTEE OF THE WHOLE & WATER WASTEWATER COMMISSION **DECEMBER 8, 2015**

The meeting was called to order at 6:00 p.m. by Commissioner Bushke with the following Roll Call:

Members Present: Ald. Hohmann, Ald. Longo, Ald. Schmidt, Ald. Toellner, Commissioner Bushke, Commissioner Detuncq

Members Absent: Ald. Boelk, Commissioner Pasbrig, Commissioner Steinbach

Others Present: Mayor Redeker, Darlene Smith

Item #2 Approve the minutes of the September 23, 2015 and November 17, 2015, meetings.

Motion by Ald. Hohmann, second by Ald. Toellner to approve the minutes of the September 23, 2015 and November 17, 2015, meetings. Motion approved unanimously.

Item #3 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. Hohmann to convene into closed session at 6:02 p.m. Motion carried unanimously.

A. Interview Candidate for Utility Director/City Engineer-Planner Position.

B. Reconvene into Open Session with possible action.

Motion by Ald. Toellner, second by Ald. Hohmann to reconvene into Open Session at 6:58 p.m.

Motion carried unanimously.

Motion by Ald. Hohmann, second by Ald. Schmidt to pay Brian Meaton's expenses for airfare, hotel, car rental, and meals to tour Mayville for no more than two days with all expenses to be split 60/40 between water/wastewater and the city.

Item #4 Discuss Contracts to Fill Utility Position with possible action.

MSA will partner with Midwest Contract Operations (MCO) to provide wastewater operation services to the City of Mayville. MSA and MCO will provide a Grade 4 Wisconsin Certified Operator to fill the position as Operator-in-Charge. This proposal will allow the City of maintain compliance with the WPDES permit while provide training to current wastewater utility staff. The proposal is divided into three parts. Part 1 will last 4 weeks and will allow our staff to get to know the current staff and facility. Part 2 will last 12 weeks and will provide routine services on a weekly basis. Part 3 summarizes the annual reporting services. The intention is to provide contract operation services through March 2016. The estimated fee – time & material (approximately \$4,000) with the operator rate (MCO) - \$55/hour and the supervisor rate (MSA) - \$75/hour.

Kunkel Engineering's Utility Director Services (Neitzel & Falkner) include a transition period from Dec. 10-16 at no charge; Utility Director – Day to Day Responsibilities estimated at approximately \$2,910 per month. City Engineer/Planner Services (Neitzel) includes no transition required and Day to Day Responsibilities is estimated at approximately \$6,250. Total maximum not to exceed \$9,160 per month for the combined position of Utility Director – City Engineer/Planner.

Motion by Ald. Hohmann, second by Ald. Toellner to recommend the MSA contract to fill the Utility Position as an interim position for as long needed. Motion carried unanimously.

Item #5 Adjournment

Motion by Ald. Toellner, second by Ald. Hohmann to adjourn at 7:38 p.m. Motion carried unanimously.

Darlene Smith, City Clerk