

PERSONNEL COMMITTEE

NOVEMBER 18, 2013

The meeting was called to order at 6:19 p.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Toellner, Ald. Redeker

Members Absent:

Others Present: Mayor Moede, Deanna Boldrey, Ald. Schmidt, Ald. Sertich, Ald. Boelk, Chief MacNeill, Mike Kurutz, Katie Leb, Megan Sheridan, Judy Bauer

Item #2 Approve the Minutes of October 21, 2013, meeting.

Motion by Ald. Toellner, second by Ald. Redeker to approve the minutes of the October 21, 2013, meeting.

Motion carried unanimously.

Item # 3 Citizens Comments.

None.

Item # 4 Clerk's Report.

A. Election Update.

The first day to circulate Nomination Papers is December 1, 2013. All candidates should file a campaign registration statement or amended statement before circulating nomination papers. The Declaration of Candidacy and Nomination Papers have a deadline of January 7, 2014, by 5:00 p.m. Incumbents, if you are not running again for the office that you currently hold, you will need to file the Notification of Non-Candidacy with the clerk prior to December 27, 2013. The Spring Election will be on April 1, 2014; and if needed a primary will be held on February 18, 2014.

Item # 5 Discuss/Recommend Update of City Employee Policy and Procedures Manual, Section 5.4

Overtime/Compensatory Time Specific to Standby Pay for Police Department Dispatchers / Administrative Assistants.

This was a change brought up by Chief MacNeill at budget time. This change is to match the manual to the budget, to remove the Standby Pay for the Police Department Dispatchers/Administrative Assistants. Chief MacNeill commented that this was with the increase that he budgeted for. The increase would be closer to the previous administrative assistant. Ald. Sertich commented that there was conversation with the Mayor with the Budget and at that time the discussion was going from part-time to full-time. We noted that and when the budget was rolled out it was explained to all council members at that time. The overtime amount was also noted. Ald. Sertich commented that when the standby pay was introduced two years ago she supported it and understood the value of it. It is not the feeling on this anymore. She commented to bring it back next year. Chief MacNeill commented removed the standby pay because of the requested increase. Ald. Sertich commented that she was very open in closed session and it was for the Council to decide. Motion by Ald. Redeker, second by Ald. Toellner to recommend the update of the City Employee Policy and Procedures Manual, Section 5.4 Overtime/Compensatory Time Specific to Standby Pay for Police Department Dispatchers / Administrative Assistants. Motion carried unanimously.

Item # 6 Update on Comptroller/Treasurer Search.

The Clerk reported that Kathie's resignation was on August 12th and her last day of work was September 4th. She commented on the few applications that have come in. Ald. Sertich questioned if a head hunter has been looked into. Ald. Pasbrig commented on the costs involved with a head hunter. Ald. Redeker suggested to put the ad on LinkedIn. Ald. Sertich commented on the extra help that is needed. She questioned how much longer Kathie Wild can continue to help with her full-time job. Deanna noted concern with the upcoming Schedule C. Ald. Sertich commented to look at an administrator. Currently the ad is on-line at the Wisconsin Government Finance Officers Association, Wisconsin Treasurer's Association, Bucky Net, Wisconsin Municipal Clerk's Association; Monster, Career Builder, and the League of Municipalities (will be in their December publication). The ad has been published in the Daily Citizen, Dodge County Pioneer, Fond du Lac Reporter, Washington County Post and Daily News. Deanna reported that currently the budget line item for the advertising is \$856.27 which is \$736.27 over budget.

Ald. Boelk commented to look at the department of workforce development. Deanna questioned if she should go to the Madison and Milwaukee Journal. Ald. Toellner commented to expand and advertise further. Ald. Redeker agreed. Ald. Redeker commented to look for a temp. Ald. Sertich commented that this would have to be with Baker Tilly.

Item # 7 Discuss/Recommend Amendment to Chapter 79 Government and Elections, 79-7 Ward Boundaries; Aldermanic Districts; Ward Plan, Specifically Annexed Property.

The City Clerk reported that this is for the newly annexed properties. Although there are zero voters in this annexation there needs to be a ward in place. It will be combined with Aldermanic District 4 & 7. Worked with the City Attorney on this. Ward 8 is part of aldermanic district 4 & 7; Dodge County Supervisor District 7. It was noted to think of reapportion for future in this area especially with the assisted living. Motion by Ald. Redeker, second by Ald. Toellner to recommend the amendment to Chapter 79 Government and Elections, 79-7 Ward Boundaries Aldermanic Districts; Ward Plan, Specifically Annexed Property. Motion carried unanimously.

Item # 8 Adjournment.

Motion by Ald. Redeker, second by Ald. Toellner to adjourn at 6:40 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk