

**PERSONNEL COMMITTEE**

**MARCH 15, 2010**

The meeting was called to order at 6:26 p.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Moede, Ald. Gering

Members Absent:

Others Present: Mayor Heron, Kathie Wild, Deanna Boldrey, Vern Hilker, Bill Linzenmeyer, Ryan Vossekuil, Sally Kahlhamer, Kathy Sertich, Sharon Chmiewlewski, Craig Kunkel, Don Neitzel, Mike Laue

Item #2 Approve the Minutes of February 15, 2010, meeting.

Motion by Ald. Moede, second by Ald. Gering to approve the above minutes. Motion carried unanimously.

Item # 3 Citizens Comments.

Ryan Vossekuil came to the podium. He noted that Lorraine Sorgent had passed away and that she had been the City Clerk for 17 years, served on the Police and Fire Commission, and was Citizen of the Year in 1993. Ryan commented that he is proud that she served the City.

Item # 4 Clerk's Report.

**A. Elections –Spring Election.**

The City Clerk reported that there was 3% voter turn out at the Primary Election on February 16, 2010. A total of 104 voters. J. Tevor Jones and Scott Mastalish will go onto the Spring Election for Ward 1, which is a one year term. Court of Appeals Judge, District 4 was also on the Primary Election Ballot.

The Spring Election will be on April 6, 2010. Absentee Ballots are in. Wards up for election are Wards 1, 2, 4&7 and 6. The Mayor is also up for election. Ward one is a one year term.

For the Spring Election Robert Smith and Jerry Moede are running for Mayor, Ward 2 has Kathy Sertich and Robert Smith, Wards 4 & 7 have Bill Linzenmeyer and Robert Redeker, David Pasbrig, for Ward 6 is running unopposed and Ward 1 has J. Trevor Jones and Scott Mastalish from the Primary Election

If you are not a registered voter, come to City Hall to be registered. You can also register on election day. If you have moved or have had a name change since you last voted you will need to fill out a new registration form which can be done at City Hall.

Item # 5 Discuss/Recommend Non-Union Employee Manual Updates.

Ald. Pasbrig introduced the item, noting that this will come back on next month's agenda and that it is a work in progress.

Item # 6 Convene into Committee of the Whole for Interviews and Recommendation of Engineering Consultation Service.

Motion by Ald. Gering, second by Ald. Moede to convene into committee of the whole for interviews and recommendation of Engineering Consultation Service. Motion carried unanimously.

Ald. Pasbrig called for recess a 6:31 p.m. There was unanimous consent to take a recess at 6:31 p.m.

Resume back into committee at 6:36 p.m.

Item # 7 Interview Engineering Consultation Services.

**A. Kunkel Engineering Interview.**

Craig Kunkel and Don Neitzel of Kunkel Engineering gave their presentation. Craig gave the history of the firm. He gave information of other municipalities that they have contracted with. Craig also discussed the current organizational chart and possible proposals. Craig noted that the kick off would be one month before Vern Hilker leaves, at no cost to the City. Don would attend meetings to familiarize himself with the City. Don Neitzel noted key critical elements: Knowledge of the Position, Open Line of Communication, Being available with office hours or by

phone, Budgets, Coordination of Tasks, Knowledge of Funding Sources, Knowledge of Subdivisions, and Knowledge of Development. It was noted that they would be committed to the City of Mayville. It was noted that Don Neitzel would be the key person.

B. MSA Professional Services Interview.

Mike Laue of MSA Professional Services gave his presentation. He noted that the local office is located in Beaver Dam with about 20 people. MSA does have offices in Madison and Baraboo. Mike stated that he had been a Director of Public Works in the past and would understand the position. Mike stated that he would have regular office hours and would be available by phone and would attend meetings as needed. He noted that there would be the support of in house experts. He would sit down with Vern for one and a half days before Vern retires to familiarize himself with the position. Mike noted that the person involved would depend on the activity and level of expertise needed.

Item # 8 Discuss/Recommend Engineering Consultation Service.

Motion by Ald. Moede, second by Ald. Gering to recommend Kunkel Engineering as the Consultation Service to fill in the Director of Public Works position. Ald. Smith noted that the Director of Parks may need to get involved. Motion carried 4-0.

Item # 9 Reconvene into Personnel Committee.

Motion by Ald. Pasbrig, second by Ald. Gering to reconvene into Personnel Committee. Motion carried 4-0.

Item # 10 Receive, Consider, and Approve Committee of the Whole Report of Recommendation of Engineering Consultation Service.

The Clerk reported the motion by the Committee of the Whole, motion by Ald. Moede, second by Ald. Gering to recommend Kunkel Engineering as the Consultation Service to fill in the Director of Public Works Position. Motion carried 4-0. Motion by Ald. Gering, second by Ald. Moede to approve the Committee of the whole report. Motion carried unanimously.

Item # 11 Adjournment.

Motion by Ald. Gering, second by Ald. Moede to adjourn at 8:20 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk