

The meeting was called to Order by Ald. Smith at 6:52 p.m. with the following Roll Call:

Members Present: Ald. Smith, Ald. Frings, Ald. Toellner, Ald. Henkel

Members Absent: Ald. Olson

Others Present: Mayor Boelk, Ald. Forster, Mike Kurtuz, Jack Hurst, Chief Vossekuil, Lois Krueger, Mike Thoreson, Nathan Kempke, Sara Decker

Item #2 Approve the minutes of the October 23, 2017 and November 13, 2017 meetings.

Motion by Ald. Henkel, second by Ald. Smith to approve the minutes of the October 23, 2017 and November 13, 2017 meetings. Motion carried 4-0.

Item #3 Citizen's comment.

None.

Item #4 Discuss/Recommend employee handbook revisions.

There is still some work that needs to be done before revisions can be made.

Motion by Ald. Frings, second by Ald. Henkel to postpone discussion. Motion carried unanimously.

Item #5 Discuss/Recommend Job Description for Director of Parks position.

Mike worked on the job descriptions last month and it makes sense to divide it into 2 jobs. This is the parks end of the job. Parks director will manage summer part-time help and be in charge of all parks and facilities, plus the administrative duties. This is just parks, not recreation. They discussed the job description.

Motion by Ald. Smith, second by Ald. Henkel to recommend the job description for the Director of Parks.

Motion carried unanimously.

Item #6 Discuss/Approve salary ranges for Director of Parks and Director of Recreation and Aquatics positions.

It was noted that the job description was already approved for the Director of Recreation and Aquatics. Mike feels that the Director Parks can be filled with internal staff. Lois figured the wages including overtime to be approximately \$50,000. This position will have a few extra responsibilities. It is expected that salaried employees to work weekends and are on call as needed.

Motion by Ald. Smith, second by Ald. Toellner to recommend a salary range for the Director of Parks to be \$53,000-\$54,000 per year depending on experience and time with the City. Motion carried 4-0.

The Parks Director will be a working director. The recreation and aquatics is pretty specialized. They will oversee the recreation program and aquatic program. A salary range was discussed. If a candidate already has the certifications it will save money. Mike's original position consisted of 30% DPW and 70% was Parks & Rec. Aquatics was never part of it. The budget was discussed. Certified Pool Operators were discussed. Scott currently has the certification and the Parks person will also be getting it. The Mayor suggested a salary range of \$51,000-\$58,000.

Motion by Ald. Henkel, second by Ald. Smith to recommend a salary for the Director of Recreation to be \$52,000-\$58,000 per year depending on experience. Motion carried 4-0.

Item #7 Discuss/Approve hiring process for Director of Parks and Director of Recreation and Aquatics positions.

Mike gave a time table. Ald. Smith wants Mike to be involved in hiring. Mike can run an immediate ad with the Park & Rec Association for \$50. We can advertise locally and also use the League and Clerk's websites. It also can be put on the city website.

Motion by Ald. Toellner, second by Ald. Henkel to approve the timetable and begin advertising tomorrow with a closing date of January 5th and a start date of February 5th with applications going to the Clerk's office. Motion carried 4-0.

Item #8 Discuss/Recommend updated Job description for EMS Deputy Director.

It was noted that Christine could not be here. The position description was updated to full time and added additional duties. Lois and Ald. Smith reviewed this during the budget process. It was noted that this is justified, needed and well earned. Julie Staffin is currently the Deputy Director. Ald. Forster noted that Julie lives/breathes/sleeps EMS and this is an amazing opportunity for her.

Motion by Ald. Frings, second by Ald. Smith to approve the job description for full-time EMS Deputy Director. Motion carried unanimously.

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. Henkel, second by Ald. Frings to convene into closed session at 7:28 p.m. Motion carried 4-0.

- a. Discuss/Recommend performance and compensation for Director of Public Works.
- b. Discuss/Recommend performance and compensation for Director of Public Works.
- c. Reconvene into Open Session with possible action.
- d.

Motion by Ald. Henkel, second by Ald. Frings to reconvene into open session at 7:44 p.m. Motion carried unanimously.

Motion by Ald. Frings, second by Ald. Toellner to recommend compensation for DPW Director to be \$61,000 per year retroactive to September 5th. Motion carried 4-0.

Motion by Ald. Smith, second by Ald. Toellner to recommend compensation for FT EMS Deputy Director to be \$35,500 per year subject to FSLA requirements being approved for this position, with on call and weekend pay to paid separately. Motion carried 4-0.

Item #10 Adjournment.

Motion by Ald. Frings, second by Ald. Toellner to adjourn at 7:46 p.m. Motion carried unanimously.

Sara Decker, City Clerk