

The meeting was called to order at 7:00 PM by Chair Kim Olson with the following roll call:

| Attendee Name | Title | Status | Arrived |
|----------------------|--------------|---------------|----------------|
| Kim Olson | Chair | Present | |
| Joseph Riese | Aldersperson | Present | |
| Jack Abbott | Aldersperson | Present | |
| Roger Smith | Aldersperson | Present | |
| Bob Smith | Aldersperson | Present | |

Also present were Mayor John Guinn, City Attorney Nolan Franti, City Clerk Anastasia Gonstead, and Comptroller/Treasurer Angela Runde

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

None

CLOSED SESSION

Convene into Closed Session Pursuant to §19.85(1)(C)

In addition to moving into closed session, it was agreed that the City Clerk and Comptroller/Treasurer leave the room for the Closed Session. Unanimous, 5-0. Moved into Closed Session at 7:05PM.

| | |
|------------------|------------------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Joseph Riese, Aldersperson |
| SECONDER: | Roger Smith, Aldersperson |
| AYES: | Olson, Riese, Abbott, Smith, Smith |

4678 : Discuss Circumstances Surrounding and Leading Up to Resignations and Dismissals at City Hall

Reconvene into Open Session

Unanimous, 5-0. Reconvene into Open Session at 7:44PM.

| | |
|------------------|------------------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Joseph Riese, Aldersperson |
| SECONDER: | Roger Smith, Aldersperson |
| AYES: | Olson, Riese, Abbott, Smith, Smith |

ITEMS OF DISCUSSION/POSSIBLE ACTION

Discuss/Approve UW-Green Bay Clerk's Institute

City Clerk Gonstead explains this is a four year program that comes highly recommended for municipal clerks. It's the only approved program in the State that certifies municipal clerks. There is a scholarship program through Wisconsin Municipal Clerk's Association that I will put in for, if this is approved.

Aldersperson B. Smith indicates participation in this program was actually a term of the prior municipal clerk's employment. Aldersperson Olson asks if there is anything sooner. City Clerk

Gonstead explains there is not, but in the interim she is seeking out other training opportunities that pertain to the position.

Approved 5-0, unanimous.

| | |
|------------------|------------------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Bob Smith, Alderperson |
| SECONDER: | Joseph Riese, Alderperson |
| AYES: | Olson, Riese, Abbott, Smith, Smith |

4640 : Discuss with Possible Action - Approve / Recommendation to Council, Additional Full-Time Deputy Clerk Position

Comptroller/Treasurer Runde provided a financial breakdown of the current Deputy Clerk position and a breakdown of the costs of two full-time deputy clerks and the cost of one full-time and one part-time Deputy Clerk. Discussion of needed checks and balances within City Hall and how, without a City Administrator, some of those tasks fall on the Comptroller/Treasurer and City Clerk positions, so they cannot be regular backup for the duties of the Deputy Clerk. Additionally, the second position, whether full-time or part-time, would avoid having out outsource work, such as part of payroll to ADP, which often does not save much time and allows us to take back some tasks, such as EMS billing and alleviate strains on those other departments.

Alderperson Olson asked Comptroller/Treasurer Runde if she had heard of issues with ADP. Comptroller/Treasurer Runde explained municipal work is difficult to outsource, there are too many variables. Additionally, someone in-house will still need to review the information first, answer employees questions, etc.

Alderperson R. Smith asked about what we do from a budget perspective. Mayor Guinn stated he would ideally like to see a part-time person who does not need benefits.

Alderperson B. Smith also explained that this will also need to be addressed by the Finance Committee, as a creation of a new position would require a resolution to make a change to the budget.

Alderperson Olson inquired about a Deputy Treasurer position. Comptroller/Treasurer Runde explained it is not currently in our code and with the current job description of the Deputy Clerk position, it would allow us to get them in place more quickly. Alderperson B. Smith also went on to explain our Deputy Clerk position has always had some function that is in tandem with the Comptroller/Treasurer in addition to the City Clerk.

Mayor Guinn inquired if this should be addressed after the Baker Tilly audit, which was scheduled for later in the week.

Motion to table the matter made by Alderperson Riese, second by Alderperson Olson. Unanimous, 5-0.

RESULT: TABLED [UNANIMOUS]
MOVER: Joseph Riese, Alderperson
SECONDER: Kim Olson, Chair
AYES: Olson, Riese, Abbott, Smith, Smith

Next: 2/27/2023 6:00 PM

Discuss with Possible Action Updating the Employee Handbook

Alderperson Olson says she believes this is something the Personnel Committee should begin working on together.

Alderperson B. Smith indicated the employee handbook was last evaluated in 2020 and at the time it was determined it should be updated every three to four years, so he thinks this is a good idea.

It was determined this should be moved to regular Personnel Committee to start addressing. Motion by Alderperson Olson, second Alderperson Abbott. 5-0, unanimous.

RESULT: TABLED [UNANIMOUS]
MOVER: Joseph Riese, Alderperson
SECONDER: Jack Abbott, Alderperson
AYES: Olson, Riese, Abbott, Smith, Smith

Next: 2/27/2023 6:00 PM

ADJOURNMENT

Motion to Adjourn by Alderperson Riese.
Second by Alderperson Abbott.
Unanimous, 5-0.

Meeting Adjourned at 8:03 PM.

Anastasia Gonstead, City Clerk