

MINUTES

MEETING OF THE PERSONNEL COMMITTEE

Date: Monday, March 28, 2011 – 5:00 p.m., in the Hall of Fame Room, City Hall.

Personnel: Members Present: Greg Jenson, (ch), Paul Lawrence, Eric Hohol, Mayor Donna Olson. Members Not Present: Sonny Swangstu

Others Present: City Clerk Kelly Michaels, Utilities Director Robert Kardasz, Fire Chief Marty Lamers

1. Call to Order: Chairperson Greg Jenson noted there was a quorum present of Personnel Committee and the meeting was called to order at 5:01 pm.

2. Communication Only: Status Update of Union Requests for Extension of Contract: Chairperson Greg Jenson noted this item was referred to them by Council back in January, however in light of subsequent Council action, he believed the issue to be moot. He noted that if other members of the committee disagreed, they could motion for the Clerk to place it on the next agenda. Consensus of the committee was to do nothing.

3. Minutes of Prior Meeting(s): Motion by Lawrence, second by Hohol to approve the minutes of the 1/6/2011, 1/18/2011 and 2/23/2011 minutes of the Personnel Committee. Motion carried 4-0.

4. Fire Department Vacancies (2) – Request to Fill: Fire Chief Marty Lamers presented a request to fill two vacancies at the Fire Department noting one came from a retirement and the other from a resignation. The position descriptions were included in the packet for review by the members.

Motion by Lawrence, second by Hohol to recommend filling the two vacancies as requested. Motion carried 4-0.

5. Council Referral of R-16-2011 re: Water Operator II position at Utilities – Request to Fill: Utilities Director Robert Kardacz noted they see a need in the Water Division so they'd like to post this position internally. He indicated they see a potential of four candidates who would apply for the position as a lateral transfer. Hohol asked for clarification on whether there is still a vacant position. Kardacz stated yes, there is a vacant position now and they would post this position which doesn't create a new vacancy but keeps the vacancy at one. He indicated they would like to put people in the positions that are needed most, which at this time is on the water side. The position descriptions were included in the packet for review by the members. Kardacz indicated he would write a new memo to clarify the intent prior to the matter going back to council.

Motion by Lawrence, second by Hohol to recommend filling the Water Operator II position as requested. Motion carried 4-0.

6. Request to create parity between the non-represented employees and represented employees as it relates to WRS contributions for 2011: Jenson introduced this request noting this is a request to treat the non-represented staff fairly. He noted represented employees are under contract at least to the end of 2011 and would not be required to kick in to the WRS until next year. Non-represented staff is the only group that would need to start paying in 2011. Hohol noted he agreed with creating parity but wanted to hear from the Finance Director as to the financial impact to the City. City Clerk Michaels indicated there would be no impact as the funds are already budgeted for 2011. Hohol clarified that he was concerned with the cuts to revenue and aids from the state to municipalities in 2011. Michaels noted she was at a GFOA conference last week and the information presented by presenting lawyer, the Towns Association and the League of Wisconsin Municipalities all concurred that the cuts would not occur until 2012. Hohol stated he has been given many versions of what may happen and he felt he owed it to those he represented to proceed cautiously. He asked that the Finance Director provide a written fiscal impact and staff develop an action plan to bring back to the next Personnel Committee.

Motion by Hohol, second by Lawrence to direct staff to develop an action plan including fiscal impact to bring back to the next Personnel Committee. Motion carried 4-0.

Motion by Lawrence, second by Hohol to adjourn the meeting. Motion carried 4-0.
Meeting adjourned at 5:25 pm.

Respectfully submitted,

Kelly Michaels
City Clerk/Personnel Director