October 13, 2020 Finance Committee Meeting

Members Present: Brett Schumacher, Lisa Reeves, Greg Jenson, Ozzie Doom, Tim Swadley

Absent and Excused: None

Call to Order:
Schumacher called the meeting to order at 6:00 p.m.

Communications
None

Reports: the following reports were entered into the record.

- Contingency Report
- September 2020 Financial Report

Approval of the September 22, 2020 Finance Committee Minutes
Motion by Reeves, second by Jenson to approve the September 22, 2020 Finance Committee Minutes. Motion carried 5-0.

Resolution approving a revised financial agreement between the State of Wisconsin and the City of Stoughton for costs for the construction of roundabouts on US Highway 51 at Hoel/Silverado, STH 138 and Roby Road scheduled to be constructed in 2022
Motion by Reeves, second by Doom to recommend that council approve. Motion carried 5-0.

Discussion and possible action regarding adding $50,000 to the 2021 Sidewalks CIP budget
This money would be used for repairs/replacements. Motion by Doom, second by Reeves to recommend that council approve. Motion carried 5-0.

Discussion and possible action regarding Senior Center Annex space needs and existing lease agreements
On average we collect $30,000/year from the lease agreements. We would need to give the tenants 60 days' notice if we were not to renew the lease. Senior Center McGlynn stated that the space would be renovated with fundraising money. She added that the space would be used for programming—no office spaces would be moved. Reeves and Schumacher stated that they would like to give more notice to the current lessees and have more financial information for making a decision. The committee took no action. It will be back on October 27th.

Discussion and possible action regarding the 2021 Stoughton Opera House operating budget
In order to accommodate the Opera House request, Finance Director Friedl said the start date for the Public Works employee could be pushed back to 2/1 and we could reduce the insurance deductible amount by $5000. Motion by Jenson, second by Reeves to recommend that committee of the whole approve. Motion carried 5-0.

Discussion regarding progress to date on the 2021 operating budget

FUTURE AGENDA ITEMS

- Future Special Assessments/Transportation Utility
- 2021 Refuse and Recycling Rates

Adjournment:
Motion by Jenson, second by Reeves to adjourn. Motion carried 5-0.

PUBLIC SAFETY COMMITTEE MINUTES
September 23, 2020 @ 6:00
GoToMeeting

Present:
Jenson, Ligocki, Doom and Mayor Tim Swadley. Mayor Swadley left the meeting at 7:00 p.m.

Also Present:
Police Chief Leck, Clerk Licht

Call to Order:
Jenson called the meeting to order at 6:07 p.m.

Discussion and possible action regarding a resolution in support of the Stoughton Police Department
Ligocki stated she would like to do a message of support to the community and the police instead of the resolution. Jenson proposed taking out the language "at this time". Motion by Doom, second by Jenson to recommend that council approve the resolution with the language change. Motion carried 4-0. Motion by Doom, second by Jenson to recommend to council the resolutions that Ligocki will present to the committee 3-0.

Communications:
Jordan Tilleson stated there is an apartment that is proposed to be developed next to his doggy daycare and is concerned that the apartment would complain about nose. Apartment does not want to include a barrier and has torn out the natural barrier.

Approval of the August 26, 2020 Public Safety Committee Minutes
Motion by Ligocki, second Jenson to approve the minutes. Motion carried 4-0.

Discussion and possible action regarding approving an operator license for Robert Cupery
Motion by Doom, second by Ligocki to recommend denial of the license. The applicant did not appear before the committee. Motion carried 4-0.

Discussion and possible action regarding Amending Chapter 70-183 of the City of Stoughton Municipal Code; relating to No Parking 7:00 a.m. to 4:00 p.m. on School Days on the north side of the 1900 Block of Jackson Street.

Motion by Doom, second by Ligocki to recommend that council approve Amending Chapter 70-183 of the City of Stoughton Municipal Code; relating to No Parking 7:00 a.m. to 4:00 p.m. on School Days on the north side of the 1900 Block of Jackson Street. Motion carried 4-0.

Adjournment:
Motion by Ligocki, second by Doom to adjourn at 7:23 p.m. Motion 3-0.

Respectfully Submitted,

Holly Licht, City Clerk

PERSONNEL COMMITTEE MEETING MINUTES
Monday, May 4, 2020 @ 6:00 pm
Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Sid Boersma, Mayor Swadley and Director Gillingham

Absent and excused: Thomas Majewski

Also in attendance: Director Friedl, Chief Leck and Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:04 pm.

2. **Approval of the Minutes** of the Monday, February 3, 2020 Personnel Committee meeting minutes.
   Motion to approve Boersma, second Swadley, Approved 4-0

3. **Election of Chair**

   Boersma motion to nominate Reeves, Reeves asked three times if there were any other nominations to no response, second Hundt, Approved 4-0

4. **Election of Chair**
   Boersma motion to nominate Hundt, Reeves asked three times if there were any other nominations to no response, second Reeves, Approved 4-0

5. **Communications/Updates**
   - Director Gillingham stated she has been trying to keep them updated by sending out a weekly update regarding what is going on with each department while the Safer at Home order is in place.
   - Human Resources has continued with recruiting and hiring. Hiring has been limited to seasonal employees for the Public Works & Recreation Departments. They have been given conditional offers of employment so that when the order is lifted we will have seasonal staff lined up and ready. Some positions that we have already recruited for have been on hold since the order went into effect. Those positions include the Police Department Office Manager, the Planning Department Engineering Technician and the City Custodian. Other positions that are being recruited for at this time include two Journeyman Lineman positions and we are still doing some recruiting for the Engineering Technician.
   - Last Fall the Human Resources & Risk Management Department sent the updated Work Rules to the attorney. We received them back earlier this year. Generalist Skarda and I were tasked with reformatting the Work Rules into a format that the attorney suggested. We have been working diligently on getting this accomplished. Once finished, it will go back to the attorney for approval.
   - For Human Resources & Risk Management, working remotely, it is pretty much business as usual. We are still recruiting. At this time, we are working on the hires for four full time positions.
   - Some liability claims have come in and we have had some minor employee injuries that we have had to report.

   Chair Reeves stated that she would like to give kudos to Director Gillingham and Generalist Skarda for pulling together as a team, keeping the Human Resources & Risk Management Department running smoothly during this time. She further stated that it was an understatement to say that we have entered a time of uncharted waters and that during this

time they have pulled together and brought us much confidence that the City has done an excellent job of taking care of the City staff while still taking care of City business.

6. **Review and possible action regarding Covid 19 Compensation**

Director Gillingham reminded the committee that Mid-March the Mayor made an Emergency Declaration and had authorized and implemented a compensation plan that pays all regular full time and part-time employees their regular pay. She stated that many employees are working remotely while some are at work, including Public Works and Utilities, but working in shifts or alone and are practicing social distancing. She stated the City has brought some employees back to work while adhering to the Safer at Home order. Regarding essential services, she stated that they have set in place mechanisms to ensure that there is no exposure. She stated there had been one exposure early on and that that individual had self-quarantined for 14 days before returning to work. Director Gillingham informed the committee that the Library has its own emergency policy that requires them to pay their employee's at 100%. She stated that she would like to meet with the Library Board to discuss with them the possibility of changing that policy so that their policy would follow what the City decides for its other employees.

Reeves stated that the situation is a moving target and it's good that we have a plan in place until the Safer at Home order is lifted or Council decides that the employees should return to work. Boersma stated that he believed Personnel should have a plan for what the guidelines will be when the order is lifted. Swadley stated that during the meeting he had had with leadership today, they had discussed that each building should have a plan in place for when that happens. He stated he has scheduled his first building meeting for tomorrow with City Hall building staff to discuss how a return would look. He stated that they would discuss the steps they would put in place to ease back into the return and to be able to provide services while not putting anyone at risk. He stated that the most difficult building would be the Senior Center because it is such a vulnerable group. Boersma stated he would like to see all City staff working by June 1st. Director Gillingham stated that most of the staff is already working even if it is remotely.

Motion to approve Boersma, second Hundt, Approved 4-0.

7. **Discussion and possible action regarding the 2021 Compensation Budget**

Director Gillingham stated that she would like to know the expectations of the Personnel Committee on the 2021 budget. She stated that every year for the last few years she has worked to show a budget with right sizing included. She stated that because Director Friedl has started working on the 2021 budget, she would like to know if the committee wanted her to go ahead and do all of the calculations need in order to right size in 2021. Swadley stated that Friedl was just starting the process and would be sending something out to leadership around May 12th or 13th regarding the budget but that they would have to look at operations after the State makes its decisions on what will be available for us. Friedl stated that he was in the infant stages of looking at the 2021 budget and that it may be pre-mature to talk about this as he is just starting the process. Director Gillingham explained that she is looking for direction in regards to working on right sizing, as it is a very time consuming process.

Reeves stated she did not believe that it would be the best use of Director Gillingham's time, especially while not knowing whether right sizing is going to happen. Boersma stated right sizing should be tabled for now. Friedl asked if it would create more work if she were to hold off for this year and pick it back up for 2022. Director Gillingham stated it would not create more work if she does not do it annually. Swadley stated that at this time, we do not know what the budget will be but if, come January, we find ourselves able to right size then we should go ahead and do so.

Boersma - Motion to suspend the work on right sizing at this time, with the caveat that if we find ourselves in a position to do so then we will move forward, second Hundt, Approved 4-0

8. ***Discussion and possible action regarding 2020 Hiring***

Director Gillingham stated that regarding the position Barb Veum had vacated in the Police Department, the title needed to be changed to Office Manager. She stated that the position description had been sent to Springsted and had been graded as such but that the title had not been changed. Director Gillingham also asked if she could move forward with the hiring of the Custodian and two Linemen. There was some discussion between Swadley, Scheel and Gillingham regarding the proper equipment for the new Custodian. Swadley stated to go ahead and order whatever equipment this person would need. Scheel stated that it does not change the position description.

Boersma - Motion to approve moving forward with hiring, second Hundt, Approved 4-0
Boersma -Motion to approve change to title of the Police Department administrative position to Office Manager, second Reeves, Approved 4-0

9. **Future Agenda Items**

- Parks & Recreation Structure
- Personnel Meeting scheduled for Labor Day
- Work Rules – New Format

Motion to adjourn Boersma, second Hundt, Approved 4-0. Meeting adjourned 6:37pm.

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, August 19, 2020 @ 6:00 pm
Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Sid Boersma, Thomas Majewski, Mayor Swadley and Director Gillingham

Also in attendance: Director Friedl, Director Scheel, and Director Ramsey

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.

2. **Approval of the Minutes** of the Monday, May 4, 2020 Personnel Committee meeting minutes.
   Motion to approve Boersma, second Hundt, Approved 4-0

3. **Communications/Updates**
   - Director Gillingham noted that she has been busy with renewals.
   - Generalist Skarda has been working on fillable forms for employee orientation and enrollments.
   - For Human Resources & Risk Management, working remotely and are functioning at 100% in regards to duties and responsibilities.
   - Susan Eddy hired as Planning Dept. Engineering Technician position.
   - Upcoming 2nd interview -Journeyman Lineman position. Turnover in Electric division is up. Still recruiting for the position. There is a contingency plan in place if additional help is needed in the department.
   - Interviews were held for both City Custodian positions. We are waiting for the full time candidate to finish up contingencies. The part time candidate is ready to start.
   - Since Brandi Brandes resigned, her position at the Opera House has been left unfilled. We are now recruiting for a part-time LTE position to help staff the Opera House as they anticipate 2021 sales and need to be staffed and ready. There was some discussion over the need for this position. Director Gillingham asked if the Committee would like to make this an actionable item and a motion was made.
     Motion to approve hiring for this position Hundt, second Majewski, Approved 3-0 with Boersma voting nay.

4. **Process for 2021 Personnel budget requests**
   Director Gillingham stated that with what occurred last year during the budgeting process was not based on need and should be changed. Majewski stated he believes that requests should be looked at by Personnel and then moved forward to Council. There was some discussion regarding what the process should be. The decision was made to have each Director present to the Personnel Committee for their individual personnel requests. The Personnel Committee would then decide which positions would move forward to the committee of the whole. This process would be done in a timely manner leaving enough time for the budgeting process.
   Majewski motion to approve the process for personnel hiring decisions be brought to the Personnel Committee prior to introduction to full Council, second Boersma, Approved 4-0.

5. ****Compensation 2020/2021**
   Boersma – Motion to move into closed session, Majewski second, all approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 6:34pm.
   Boersma motion to return to open session, second Hundt, Approved 4-0 Moved to open session 6:56pm.
   Director Gillingham asked where the percentage increase would come from. We are sending mixed messages to the staff. What is important to the committee of the whole?

Reeves asked if there was a recommendation from the Mayor & Director Gillingham. Director Gillingham stated they would like to see each Director present to the Personnel Committee for their individual personnel requests. The Personnel Committee would then review and decide which positions would move forward to the Mayor and Director Friedl and eventually Council.
Motion to approve Hundt, Majewski second, Approved 4-0

6. ***<u>Hiring for positions during pandemic</u>***
   Director Gillingham stated that she would like to know what process the committee wants her follow with regards to hiring during the pandemic. Regarding the positions that are already budgeted for but have not been filled: does the committee want to have Director Gillingham bring each individual instance to the committee or do they just want her to go ahead with hiring for positions already budgeted for? There was some discussion on this subject. It was decided that the Committee would like to have these instances brought them on an individual basis for need to fill.
   Motion to approve Boersma, second Hundt, Approved 4-0

7. **<u>Future Agenda Items</u>**

   - Parks & Recreation Structure
   - Work Rules – New Format

8. ***Motion to adjourn Majewski, second Hundt, Approved 4-0. Meeting adjourned 7:30pm.***

City of Stoughton Police and Fire Commission Meeting Minutes
Friday, December 13, 2020
Utilities Conference Room- Ed Malinowski

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management, Chief Leck

1. **Call to Order**
   President Lewis called the meeting to order at 1:00 pm.

2. **Communications**
   None

3. **Interview candidates for the Police Sergeants Position**
   Motion to move to closed session Lewis, Lewis read State Statute 19.85 (1, C), second Bradford, All in Favor 5-0.
   Interviews held.

4. **Discussion and possible action regarding recommendation for hire and eligibility list for Sergeants Position*****
   Discussion held.

   Motion to move to open session Bradford, Lewis second, All in Favor 5-0.

   The PFC recommended in no particular order: Kade Wilkinson, Carson Hoeper, Chad O'Neil to Chief Leck for hire as the Sergeant.

5. **Discussion and possible action regarding review of the Police Officer Applications to determine participates for the assessment center and who will be interviewed by the PFC*****
   Motion to move to closed session Lewis, Lewis read State Statute 19.85 (1, C), second Bradford, All in Favor 5-0.

   Motion to move to open session Bradford, Lewis second, All in Favor 5-0.

   It was determined that Director Gillingham and Chief Leck would review the applications with President Lewis and schedule the interviews and panel participants.

6. **Adjournment**
   Meeting adjourned at 5:10 pm.

Minutes submitted by Director Gillingham
December 17, 2019

City of Stoughton Police and Fire Commission Meeting Minutes
Monday, April 27, 2020
Held Via GoToMeeting Teleconference

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management, Chief Leck, Chief Ripp

1. **Call to Order**
   President Lewis called the meeting to order at 5:30 pm.

2. **Approval of the Commission meeting minutes from January 9, 2020, January 22, 2020 and February 6, 2020**
   Motion to approve with the addition of adding the names of the Police Officer finalists to the meeting minutes for the police officer interviews. Motion Edgington, Lamers 2nd, All in favor 5-0

3. **PFC Reorganization**
   Re-organization motion by Lewis nominating Lamers to be President, no other nominations, 2nd Edgington, all in favor 5-0
   Vice-President motion by Sveum nominating Edgington 2nd Bradford All in favor 5-0
   Secretary motion by Sveum nominating Bradford, 2nd by Edgington, All in favor 5-0
   President Lamers established the last Monday as the Quarterly meeting.
   - July 27
   - October 26
   - January 25
   - April 26

4. **Police Chief Quarterly Report**
   Chief Leck reviewed his quarterly report with the PFC.
   Motion by Lewis to approve, 2nd Bradford All in favor 5-0

5. **Fire Chief Quarterly Report**
   Chief Josh Ripp reviewed his quarterly report with the PFC. Recommendation by Lewis for more charts. Recommendation: by Sveum for current year versus prior year and what types of calls such as alarm vs structure.
   Motion to approve Edgington, 2nd Bradford All in favor 5-0

6. **<u>Discussion and possible action regarding Fire Department recruiting timeline</u>**
   Chief Ripp and Director Gillingham discussed the recruiting process, which was just the framework to show the concept.
   Motion by Sveum approved the time lines only 2nd Bradford All in favor 5-0
   Ripp and Gillingham to complete the step-by-step process and bring to next meeting for approval.

7. **<u>Adjournment</u>**
   Meeting adjourned at 6:30 pm.

Minutes submitted by Director Gillingham
May 6, 2020

City of Stoughton Police and Fire Commission Meeting Minutes
Thursday, June 4, 2020
Fire Department Training Room

Members Present: Martin Lamers - President, Doran Bradford, Peter Sveum

Members Present Virtually: Jonathan Lewis, Amie Edgington - Vice-President (attempted)

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management, Fire Chief Joshua Ripp

1. **Call to Order**
   President Lamers called the meeting to order at 6:43 pm.

2. **Two panels will interview candidates for Volunteer Firefighter Positions****
   Motion to close Sveum, 2nd Bradford, All in favor 4-0
   Motion to close read by Sveum
   Candidate was interviewed during closed session.

3. **PFC Members post-interview deliberations****
   Deliberations.
   Motion to move out of closed session Sveum, 2nd Bradford, All in favor 4-0

   Decision to approve Michael Walters as a hire for the Fire Department. Contingencies to include: background check, pre-employment physical and drug screen.

4. **Adjournment**
   Motion to adjourn Lewis, 2nd Sveum, All in favor 4-0
   Meeting adjourned at 7:55 pm.

Minutes submitted by Director Gillingham
June 5, 2020

City of Stoughton Police and Fire Commission Meeting Minutes
Wednesday, August 5, 2020
Held Via GoToMeeting Teleconference

Members Present: Martin Lamers (President), Amie Edgington (Vice-President), Doran Bradford, Peter Sveum, Jonathan Lewis

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management, Chief Leck, Chief Ripp

1. **Call to Order**
   Vice-President Edgington called the meeting to order at 5:38 pm.

2. **Approval of the Commission meeting minutes from December 13, 2019, April 27, 2020 and June 4, 2020**
   Motion to approve Sveum, Bradford 2nd, All in favor 4-0

3. **Police Chief Quarterly Report**
   Chief Leck reviewed his quarterly report with the PFC.
   Motion by Lewis to approve, Sveum 2nd, All in favor 4-0

   President Lamers joined the call and assumed the role of running the meeting.

4. **Fire Chief Quarterly Report**
   Chief Josh Ripp reviewed his quarterly report with the PFC.
   Motion to approve Sveum, 2nd Bradford, All in favor 5-0

5. **Interview candidates for Volunteer Firefighter Positions**
   Interviews began at 6:15pm. Officers Mark Miller, Mark Hale, Paul Updike, Bradley Rask, Chief Josh Ripp and all PFC members interviewed the four candidates. At the end of interviews, the PFC received feedback from the Officers and Chief Ripp. Officers excused at 7:36pm.

6. **Post-interview deliberations**
   The PFC discussed the candidates and recommended the following candidates to the Chief for consideration: Ashley Ludlum, Anna Wendt, Kari Drifke and Benjamin Zubke.
   Motion by Lewis, 2nd Lamers, All in favor 5-0

7. **Adjournment**
   Motion to adjourn Sveum, Edgington 2nd, All in favor. Meeting adjourned at 7:53pm.

Minutes submitted by Director Gillingham
August 5, 2020