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Meeting of: **COMMON COUNCIL OF THE CITY OF STOUGHTON - SPECIAL**

Date/Time: Monday, April 30, 2018 @ 6:00 p.m.

Location: Council Chambers (2nd Floor of Public Safety Building)

 321 South Fourth Street, Stoughton, Wisconsin

Members: Mayor Tim Swadley, Matt Bartlett, Sid Boersma, Phil Caravello, Denise Duranczyk, Regina Hirsch, Greg Jenson, Kathleen Johnson, Tom Majewski, Pat O’Connor, Lisa Reeves, and Nicole Wiessinger

**CALL TO ORDER**

Mayor Swadley called the meeting to order at 6:00p.m.

Roll Call, Communications, and Presentations:

Finance Director LaBorde called the roll and noted that there were 10 alders present. Bartlett was absent and excused.

**NEW BUSINESS**

**R-92-2018**—Resolution Authorizing and directing the proper city official(s) to approve Option B for the Finance Director position description update, department restructure, and hiring of a Finance Director

Motion by Reeves, second by Boersma to approve R-92-2018 Resolution Authorizing and directing the proper city official(s) to approve Option B for the Finance Director position description update, department restructure, and hiring of a Finance Director.

Human Resource/Risk Management Director Gillingham provided information regarding the restructure of the position. Personnel approved unanimously to move the Director to Finance only. When looking at economic development it has an entirely different pool of individuals. The previous clerks who have left in the past were looking for the ability to be a direct report to the Mayor and be part of the leadership team. The committee talked about meeting with CA/CP regarding the economic development portion. Need to identify the goals of the city and the needs of the position and determine what is financially feasible. Putting that in the parking lot and let Personnel and CA/CP meet to discuss that. No change to the grade level or salary for the Finance Director position. Jamin Friedl from the Utility noted that the market is more on the six-figure end of the spectrum. The Clerk’s compensation –AJ received information that she received and will be talking to Finance and Personnel. There needs to be an implementation plan as the Clerk will need supervisory training coming from the HR Director and Mayor.

Change the Finance Director position and remove economic development from the job and to authorize the hiring process. Move Clerk into leadership position, front desk to Clerk and Deputy Clerk to Clerk.

Position description change for Deputy Clerk & Administrative Assistant – only change is reporting to Clerk.

Duranczyk questioned supervisory training; are there workshops that she would be sent to and who would help her. HR stated CVMIC would have those training opportunities. Mayor and HR will be there to be the day-to-day support for her. When hiring the Clerk, this groundwork was already set. She wants to grow and also stated that this position should report to the Mayor and be in a leadership role.

Boersma noted that with the current Finance Director, wanted a position that would focus on finance. The timing is good and a great time to explore change in this area. This seemed to be the most logical option.

O’Connor asked when the change was made as we are going back to the old structure. Majewski was the chair at the time. It had been brought forward by the Mayor at the time to save costs with removal of leadership. For the clerk to report to the Finance Director was counterproductive. It destabilized staff structure and seen the constant parade of loss. He believes that this is a step forward that will function well. Director Gillingham also noted that there was a study done at the time and that was not followed.

Hirsch supports the different structure.

Jenson mentioned that the savings was to allow the city to hire a HR Director. Supports this and would like to move forward.

Weissinger stated that this makes sense. In the interim, who will be responsible for economic development? Reeves noted that the need is to look at council consensus regarding what is wanted. The economic development team last met in 2010.

Mayor added that the current involvement is more financial.

Jenson would like to see Personnel’s options and let the council decide.

Boersma is also on Housing Authority and there are a number of groups looking at where the city is headed in the area of economic development.

O’Connor asked if anyone has talked to the Clerk about this. AJ and Mayor met with Holly and also had conversations with the staff members that would be affected.

Boersma asked who would take the minutes in the absence of the Clerk. Mayor noted that he would assume that it would be the Deputy Clerk or someone else who would be willing to do that.

Motion carried 10-0.

**ADJOURNMENT**

Moved by Boersma, second by Jenson to adjourn at 6:25 pm. Motion carried 10-0.