

PERSONNEL COMMITTEE MINUTES
MONDAY, JUNE 7, 2021 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

Chairperson Hedlund called the meeting to order at 4:00 p.m.

Roll Call

Present: Hedlund, Halverson, and Flower

Absent: Howell & Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the March 30, 2021 Personnel Committee minutes as prepared and distributed

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 3-0.

Motion by Hedlund to combine items #5 and #6 on the agenda for one discussion, second by Halverson. Motion carried 3-0.

Discussion / possible action regarding a request to modify the existing job description for the Municipal Court Clerk and Assistant Court Clerk

Judge Sibbing explained that over the years the roles for the Municipal Court Clerk and the Assistant have changed; the updated job descriptions give to the committee more accurately reflects the actual job. Judge Sibbing noted that he has reviewed the changes and agrees with the newly revised descriptions. Flower would also like the City Administrator to review and feels that they could more concise. Committee discussion included comparing the Municipal Court Clerk and Assistant Court Clerk to the duties to the City Hall Front Counter staff.

Motion by Flower to send this to the City Administrator for review and to have him refer this matter to the Finance Committee if he feels appropriate, second by Halverson. Motion carried 3-0.

Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: 1) Municipal Court Clerk Position 2) Assistant Court Clerk Position

Motion by Hedlund to convene the committee into Closed Session to include all City Staff, second by Halverson. Motion carried on a roll call vote 3-0. The committee convened into Closed Session at 4:25 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

Motion by Flower to reconvene the committee into Open Session, second by Halverson. Motion carried by a roll call vote 3-0. The committee reconvened into Open Session at 5:00 p.m.

Motion by Flower in regards to the Municipal Court Clerk and the Assistant Municipal Court Clerk that the Administrator review all similar roles within the City Staff including the Clerk's Office, Finance Department, Utility Commission, etc for similarities and/or differences in responsibilities and report back to the Personnel Committee with a recommendation regarding the wage scale, second by Halverson. Motion carried 3-0.

Future Agenda Items

- ADA Compliance Officer- add to an existing job description
- Independent Consultant contracted by the City needs to report a Department head

Adjourn

Motion by Halverson to adjourn, second by Hedlund. Motion carried 3-0. The meeting adjourned at 5:04 p.m.