

PERSONNEL COMMITTEE MEETING
Monday, June 11, 2012 - 9:10 p.m.
City Council Chambers ~ 1516 Church Street

PRESENT: Chairperson Moore; Alderpersons Slowinski, O'Meara, Patton,
Phillips

OTHERS

PRESENT: Mayor Halverson; C/T Schlice; Clerk Moe; Attorney Molepske;
Alderpersons Suomi, Beveridge, M. Stroik; Directors McGinty,
Lemke, Ostrowski, Schrader; Assistant to the Mayor Pazdernik;
Barb Jacob; Matthew Brown ~ Portage County Gazette;
Human Resource Manager Jakusz

1. Request to fill vacancy - Dispatcher/CSO.

Reference was made to the memo from Director McGinty that was included in the packet. Motion by Alderman Patton, second by Alderman Slowinski to approve the filling of the Dispatcher vacancy. Ayes all, nays none. Motion carried.

2. Request to fill anticipated vacancy - City Clerk's Office.

Reference was made to the memo from Clerk Moe and the agenda cover memo from Human Resource Manager Jakusz advising that the filling of this position is **contingent upon the employee from the City Clerk's Office who posted for the Dispatch position successfully fulfills the trial period and opts to stay in the position.**

Motion by Alderman Slowinski, second by Alderman Phillips, to approve filling the **position in the City Clerk's Office if the vacancy occurs.** Ayes all; nays none, motion carried.

3. Request for employment overlap of current Director of Public Works and new Director of Public Works.

Human Resource Manager Jakusz indicated that the overlap will allow for Director Lemke to bring the new Director, Scott Schatschneider up to speed on the projects that are on-going.

Motion by Alderman Patton, second by Alderman Slowinski to approve the employment overlap. Ayes all; nays none. Motion carried.

4. Consideration and possible action on setting salary for Director of Public Utilities and Transportation.

Reference was made to Mayor Halverson's memo that was included in the packet. Alderman Phillips questioned whose responsibility it will be to take care of the McDill Dam. Mayor Halverson replied that the Director of Public Works will

be responsible for the maintenance of the facility, and the Wastewater Treatment Plant will monitor the SCADA system, so there will be a small overlap.
Motion by Alderman Patton, second by Chairperson Moore to approve setting the salary for the Director of Public Utilities and Transportation at M Step 4 (\$75,498).
Ayes all; nays none. Motion carried.

Human Resource Manager Jakusz stated that she was advised by Rick Skutak, the Teamster Union Representative that he would not be able to attend the meeting this evening due to a family emergency. As a result, items 5 and 6 were pulled from this evening's agenda .

5. Adjourn into closed session (approximately 7:25 p.m.) pursuant to Wisconsin State Statute 19.85(1)(c) and (e) [conducting other specified public business, whenever competitive or bargaining reasons require a closed session] for:
 - a. Service Department Seniority Grievance ~ Teamster Local 662
6. Return to open session (approximately 20 minutes after adjourning into closed session) for possible action:
 - a. Service Department Seniority Grievance ~ Teamster Local 662
7. Adjournment ~ 9:13 p.m.