

**SALARY & PERSONNEL COMMITTEE**

**May 11, 2010**

Chairperson Schuringa called the meeting to order.

**A. Roll Call**

Present at roll call were Alderpersons Schuringa, Ingwell, Henke, Rivers, and Boyce. Also present were Comptroller/Treasurer Maurer, Water Suprv. Kennison, Accounting Manager Shaw, Deputy Treasurer Bachim, Deputy Comptroller Fritsch, Mayor Ross, DPW Finkenbinder, Alderpersons Koch, Hannes, and Hanson, and Brian Gray from the Monroe Times. Alt. Alderperson Lefevre was absent.

**B. Correction of Minutes**

None

**C. Business:**

**1. Discuss proposal for reorganization of Water Department financial and office duties and take action**

Comptroller/Treasurer Maurer explained. The Water Dept. will be coming on to the City accounting software system. The current Water Dept. Accounting Manager has just resigned. It was felt that this is a good time to merge the Water Dept. accounting duties with the rest of the City's Finance Dept. It is proposed not to replace the Water Dept. Accounting Manager, but to instead have the rest of the City Finance Dept. staff assume the duties. This will be a cost savings to the city. Pay increases are proposed for the current City Accounting Manager and Assistant Comptroller/Account Clerk. The Water Dept. Billing Clerk needs to have her office moved to City Hall .Questions and discussion took place. DPW Finkenbinder said this needs to be looked at as just the position not being refilled. Current City accounting staff are already temporarily performing the duties of the position as it is already vacant.

Motion made by Alderperson Henke and seconded by Alderperson Ingwell to approve the proposal and recommend to the union. Motion carried.

**2. Discuss chain of command/supervision for Wastewater Treatment Plant and take action**

City Clerk Stamm explained that there has been confusion regarding this. Motion made by Alderperson Rivers to keep DPW Finkenbinder in charge of the Wastewater Treatment Plant and have the WWTP Supervisor report to him. Alderperson Henke seconded the motion. Motion carried.

**3. Discuss and recommend to Council to approve job description for Wastewater Treatment Utility**

## **Superintendent**

Questions and discussion took place. Motion made by Alderperson Henke to approve, except with the change to have this position report to the Public Works Director, and to also have the Administrator do all future job descriptions. Alderperson Ingwell seconded the motion. Motion carried.

### **4. Discuss vacant City Administrator position including possibility of adding legal duties**

The Committee generally agreed that they want legal duties removed.

### **D. Business: Closed**

Chairperson Schuringa read the purpose of the closed meeting Under Wis. Stats. 19.85(1) ( c )Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) and Under Wis. Stats. 19.85(1)(e)Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion made by Alderperson Ingwell and seconded by Alderperson Henke to close the meeting. On roll call vote, the motion carried unanimously. Others left the meeting at this time.

### **1. Discuss possible compensation increases for Accounting Manager and Assistant Comptroller/Account Clerk**

Comptroller/Treasurer Maurer explained. Discussion took place.

### **2. Discuss possible strategy for negotiating with AFSCME union**

Discussion took place.

### **3. Discuss compensation and possible final employment agreement for candidate for Wastewater Treatment Utility Superintendent position**

Discussion took place.

### **4. Discuss qualifications of past candidates for vacant City Administrator position or City Administrator with Legal Duties position**

Discussion took place.

Motion made by Alderperson Henke and seconded by Alderperson Rivers to reopen the meeting. On roll call vote, the motion carried unanimously.

**E. Business: Open**

**1. Discuss vacant City Administrator or City Administrator with Legal Duties position and possibly take action**

Discussion took place. The committee generally agreed to use a hiring firm.

**2. Possibly recommend to Council to hire Wastewater Utility Superintendant and approve employment agreement**

Motion made by Alderperson Ingwell and seconded by Alderperson Rivers to recommend to Council to hire George Thompson with the specifics discussed. Motion carried.

**F. Business by Members**

Alderperson Boyce asked that "bringing in a safety consultant/motivational speaker to talk to department heads" be put on the next agenda.

Mayor Ross asked that it be put on the agenda for the next meeting to discuss adjusting the 2010 compensation for department heads. Most department heads were not given a pay increase in 2010, but were asked to pay an additional amount for health insurance, which resulted in a net decrease in compensation.

Alderperson Rivers asked that "going paperless" be put on the next Technology Committee meeting agenda.

**G. Adjourn**

Motion to adjourn made by Alderperson Henke and seconded by Alderperson Rivers. Motion carried.

Carol J. Stamm, CMC, WCMC  
City Clerk