

Minutes of the Personnel, License & Insurance Committee – December 13th 2011

A meeting of the Personnel, License and Insurance Committee of the City of Prairie du Chien was held on Tuesday December 13th 2011 at 6:00 PM in Conference Room #2 of City Hall. Chairperson Linda Munson called the meeting to order.

1. CALL TO ORDER/ROLL CALL

PRESENT – Linda Munson (Chairperson), Kathleen Hein, Karen Solomon, Judeen Ames, Kyle Kozelka ABSENT – None

2. Certification of the open meeting law agenda requirements and approval of the agenda

MOTION: Ames SECOND: Solomon VOTE: 5-0

3. APPROVAL – Minutes of the September 29th 2011 meeting

MOTION: Hein SECOND: Kozelka VOTE: 5-0

4. DISCUSSION AND ACTION – Policy 2011-05 (Relating to the Use of City Facilities)

This policy would update and replace the current policy, approved in 1993, and address the storage of employee items on city property. Discussion was held on how employees would be disciplined for violating the policy and what problems if any the current policy has resulted or could result in for the City. ACTION: To approve Policy 2011-05 MOTION: Solomon SECOND: Hein VOTE: 5-0

5. DISCUSSION AND ACTION – Policy 2011-06 (Revocation of Policy 2011-04)

This policy will repeal Policy 2011-04 (Grievance Procedure), since that issue is now covered under Chapter 22 (Personnel) of the Municipal Code, effective January 1st 2012. ACTION: To approve Policy 2011-06 MOTION: Hein SECOND: Ames VOTE: 5-0

6. ADJOURN to CLOSED SESSION (6:15 PM)

ACTION: To adjourn into closed session under Wisconsin State Statute 19.85(1) (c). Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility RE: Performance Review of the City Administrator RE: Employee Evaluation Reviews MOTION: Ames SECOND: Solomon VOTE: 5-0

NOTE: Mayor Hemmer joined the closed session at 7:05 PM. The City Administrator left the closed session at 8:37 PM. The City Administrator re-entered the meeting at 9:41 PM.

7. CONVENE into OPEN SESSION (10:10 PM)

MOTION: Solomon SECOND: Ames VOTE: 5-0

8. ACTION from CLOSED SESSION

ACTION: To approve the following salary bonuses – City Administrator Aaron Kramer (1.5 percent), City Clerk/Treasurer Barb Elvert (1.25 percent of base salary), Deputy City Clerk/Treasurer Joni Clausen (1 percent), Cassie Rickleff (1 percent), Sheila Linder (1.5 percent), Park and Recreation Director Mike Ulrich (0.75 percent), Police Chief Chad Abram (0.5 percent), Police Lieutenant Terry Sprosty (1 percent), Fire Chief Harry Remz (0.25 percent), Co-Public Works Manager Larry Gates (0.75 percent), Co-Public Works Manager Terry Meyer (0.75 percent), City Planner Garth Frible (1 percent) MOTION: Hein SECOND: Ames VOTE: 5-0

9. ADJOURN (10:15 PM)

MOTION: Hein SECOND: Solomon VOTE: 5-0

Submitted by City Administrator Aaron Kramer