

Minutes of the Personnel, License & Insurance Committee – April 16th 2012

A meeting of the Personnel, License and Insurance Committee of the City of Prairie du Chien was held on Monday April 16th 2012 at 6:15 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), Karen Solomon, Kyle Kozelka ABSENT - Kathleen Hein and Judeen Ames ALSO PRESENT – City Administrator Aaron Kramer, City Clerk Barb Elvert, Mayor Dave Hemmer, Police Lieutenant Terry Sprosty

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

MOTION: Kozelka SECOND: Solomon VOTE: 3-0

NOTE: Hein arrived at 6:16 PM

3. APPROVAL – Minutes of the March 15th 2011 meeting

MOTION: Solomon SECOND: Kozelka VOTE: 4-0

4. DISCUSSION AND ACTION – Changes in Pay for Election Inspectors

A memo from City Clerk Elvert, with a series of proposed pay changes and scheduling changes, was discussed and reviewed. Elvert also providing a list of comparable pay scales from other Wisconsin municipalities for the Committee to review. ACTION: To establish the following salaries – Chief Inspector (\$100 per day), Assistant Chief Inspector (\$85 per day), and a hourly rate of \$8.00 for election workers; to permit split shifts; and to direct the City Clerk to establish and incorporate minimum staffing levels needed to provide adequate election services MOTION: Hein SECOND: Solomon VOTE: 3-0-1 (Munson abstained)

5. DISCUSSION AND ACTION – Policy 2012-01 (Criteria for Issuance of Liquor Licenses)

A memo from the City Administrator outlining a possible list of criteria was reviewed and discussed. Several changes to the criteria and the notification system were discussed. ACTION: To send the policy back to staff to incorporate the changes discussed by the Committee MOTION: Hein SECOND: Kozelka VOTE: 4-0

6. DISCUSSION AND ACTION – Policy 2012-02 (Travel and Expense Policy)

The current policy, adopted in 2004, has been reviewed, with several recommended changes included in a memo from the City Administrator. Discussion was held on the proposed changes, including the per diem for meals, tipping and the reimbursement for alcoholic beverages. ACTION: To send the policy back to staff to incorporate the changes discussed relative to per diem meal payments and tipping, and to end the practice of paying for alcoholic beverages MOTION: Hein SECOND: Solomon VOTE: 4-0

7. ADJOURNMENT (7:30 PM)

MOTION: Hein SECOND: Solomon VOTE: 4-0

Submitted by City Administrator Aaron Kramer