

Minutes of the Personnel, License & Insurance Committee – December 12th 2012

A meeting of the Personnel, License and Insurance Committee of the City of Prairie du Chien was held on Wednesday December 12th 2012 at 7:00 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), Judeen Ames, Karen Solomon, Kyle Kozelka, Kathleen Hein ALSO PRESENT – City Administrator Aaron Kramer, Mayor Dave Hemmer

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 November 20th 2012 meeting

ACTION: To approve MOTION: Solomon SECOND: Kozelka VOTE: 5-0

4. DISCUSSION AND ACTION – Compensatory Time in Personnel Ordinance

The City Administrator is seeking Committee input on the current compensatory time payout system the City has and whether some modifications need to be made. Discussion was held on the current ordinance language, and how it complies with federal and state labor laws. MOTION: To amend Section 22.06 (2) (d) of the Municipal Code, which reads “When an administrative position, other than the City Administrator, works more than 40 hours per week in activities devoted to official duties, they shall receive compensatory time. Administrative employees may accumulate a maximum of eighty (80) hours of compensatory time.” and strike out the clause “other than the City Administrator” and add the following language – “Compensatory time shall be granted at the rate of one-and-one-half (1 ½) times per additional hour worked past 40 hours per week.”, and to direct the staff to draft an ordinance reflecting these changes for the December 18th Council meeting ACTION: Hein SECOND: Ames VOTE: 5-0

5. ADJOURN to CLOSED SESSION (7:09 PM)

ACTION: To go 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 and Employee Evaluation Reviews MOTION: Solomon SECOND: Munson VOTE: 5-0

NOTE: Kramer left the closed session at 9:00 PM. Hein left the meeting at 9:45 PM. Kramer re-entered the meeting at 9:50 PM

6. CONVENE into OPEN SESSION (10:20 PM)

MOTION: Solomon SECOND: Munson VOTE: 4-0

7. ACTION from CLOSED SESSION

ACTION: To recommend to the Council for their December 18th closed session a list of proposed performance-based compensation adjustments and to recommend extending the City Administrator’s contract an additional three years to December 31st 2016 MOTION: Solomon SECOND: Munson VOTE: 4-0

8. ADJOURNMENT (10:22 PM)

MOTION: Solomon SECOND: Kozelka VOTE: 4-0

Submitted by City Administrator Aaron Kramer