

Minutes of the Personnel Committee (November 14th 2013)

A meeting of the Personnel, License and Insurance Committee of the City of Prairie du Chien was held on Tuesday November 14th 2013 at 6:15 PM in the Council Chambers of City Hall. Chairperson Karen Solomon called the meeting to order.

1. Call to order/Roll Call

PRESENT – Karen Solomon (Chairperson), Nate Gilberts, Ken Fleshner ABSENT – Jamie Wagar, Ron Leys CITY STAFF ALSO PRESENT – City Administrator Aaron Kramer, Co-Public Works Manager Terry Meyer, Mayor Dave Hemmer

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

MOTION: Gilberts SECOND: Solomon VOTE: 3-0

3. APPROVAL – Minutes of August 13th 2013 meeting

ACTION: To approve MOTION: Gilberts SECOND: Solomon VOTE: 3-0

4. DISCUSSION AND ACTION – Discussion and Action – Amended Policy 2011-05 (RELATING TO THE USE OF CITY FACILITIES)

Staff is requesting a minor change to the current policy governing employee usage of city facilities. The new language would prohibit the storage of any personal property or possessions in city facilities without department head approval. Discussion was held on the proposed change.

ACTION: To recommend the Council adopt the change to Policy 2011-05 to prohibit the storage of any personal property or possessions in city facilities without department head approval

MOTION: Solomon SECOND: Gilberts VOTE: 3-0

5. ADJOURNMENT (6:36 PM)

MOTION: Gilberts SECOND: Solomon VOTE: 3-0

Submitted by City Administrator Aaron Kramer

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Minutes of the Joint Meeting of the Public Works and Personnel Committees (November 14th 2013)

A joint meeting of the Public Works and Personnel, License and Insurance Committees of the City of Prairie du Chien was held on Tuesday November 14th 2013 at 6:38 PM in the Council Chambers of City Hall. Chairperson Karen Solomon called the meeting to order.

1. Call to order/Roll Call

a) Personnel, License and Insurance Committee

PRESENT - Karen Solomon (Chairperson), Nate Gilberts, Ken Fleshner ABSENT – Jamie Wagar, Ron Leys

b) Public Works Committee – A quorum was not present. Frank Pintz and Todd Myers were the only members were present.

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

a) Personnel, License and Insurance Committee – MOTION: Gilberts SECOND: Solomon VOTE: 3-0

b) Public Works Committee – No quorum present

3. DISCUSSION AND ACTION – Lead Operator Position at the Wastewater Treatment Facility

A job description is included in the packet. Terry Meyer explained the need for the position, and said an interim lead operator would be needed when he goes on medical leave later this month. Pintz questioned why the City does not look at a Public Works Manager, but Solomon said that topic was not relative to the discussion tonight.

During the discussion, Kyle Kozelka and Mike Jones joined the meeting, giving the Public Works Committee a quorum:

1. Call to order/Roll Call (Public Works Committee)

PRESENT – Kyle Kozelka (Chairperson), Todd Myers, Frank Pintz, Mike Jones ABSENT – Mark Thein

2. Certification of the open meeting law agenda requirements and approval of the agenda (Public Works Committee)

MOTION: Pintz SECOND: Jones VOTE: 4-0

ACTION: To recommend the Council approve the lead operator position at the Wastewater Treatment Plant, effective January 1st 2014

(Personnel Committee) - MOTION: Fleshner SECOND: Gilberts VOTE: 3-0

(Public Works Committee) – MOTION: Pintz SECOND: Myers VOTE: 4-0

4. ADJOURNMENT (6:56 PM)

(Personnel Committee) - MOTION: Fleshner SECOND: Gilberts VOTE: 3-0

(Public Works Committee) – MOTION: Pintz SECOND: Kozelka VOTE: 4-0

Submitted by City Administrator Aaron Kramer