

MINUTES OF THE PERSONNEL COMMITTEE – MARCH 3rd 2016

A meeting of the City of Prairie du Chien Finance Committee was held on Thursday March 3rd 2016 at 5:45 PM in City Hall. Chairperson Karen Solomon called the meeting to order.

GENERAL ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call** – Karen Solomon (Chairperson), Edward Hayes-Hall, Nate Gilberts, Jean Titlbach ABSENT – None CITY STAFF ALSO PRESENT- Mayor Dave Hemmer, City Administrator Aaron Kramer
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – MOTION: Gilberts SECOND: Solomon VOTE: 4-0
- 3. APPROVAL – Minutes of the February 23rd 2016 meeting** – MOTION: Solomon SECOND: Titlbach VOTE: 4-0

ACTION ITEMS

4. DISCUSSION AND ACTION – Ordinance 2016-06 (REPEALING AND RECREATING CHAPTER 22.04 (1) (VACATION)) - The purpose of this Ordinance is to amend Chapter 22.04 (1) to modify the City's current vacation procedure. ACTION: To recommend the Council approve Ordinance 2016-06 MOTION: Titlbach SECOND: Gilberts VOTE: 4-0

5. DISCUSSION AND ACTION – Creation of Lead Man Position in Water Department – ACTION: To recommend the Council approve the creation of the lead man position in the Water Department as an internally posted position, with a pay increase of \$0.50 for the a probationary period of the first six months after appointment, and a subsequent \$0.50 per hour raise after the six month probationary period, to the successful applicant MOTION: Gilberts SECOND: Solomon VOTE: 4-0

6. DISCUSSION AND ACTION - Attendance by Council or Committee/Commission members who are not physically present - A number of documents with relative information on this topic have been included in the packet for the Committee to review. The Committee discussed several issues/scenarios for permitting Council members to participate in meetings without being physically present. The consensus of the Committee was to have the City Administrator, with input from the City Attorney, commence drafting an ordinance regulating absentee attendance by Council members and bring the item back to the Committee. No formal action was taken.

7. ADJOURN to CLOSED SESSION (6:05 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 Contract with the City Administrator MOTION: Solomon SECOND: Gilberts VOTE: 4-0

NOTE: Kramer left the closed session at 6:10 PM and returned at 6:35PM. Hayes-Hall left the closed session at 6:40 PM.

8. CONVENE into OPEN SESSION (7:15 PM) – MOTION: Solomon SECOND: Gilberts VOTE: 3-0

9. ACTION from CLOSED SESSION – ACTION: To offer the City Administrator a contract extension through December 31st 2021 MOTION: Solomon VOTE: Gilberts VOTE: 3-0

10. ADJOURNMENT (7:17 PM) – MOTION: Gilberts SECOND: Titlbach VOTE: 3-0

Submitted by City Administrator Aaron Kramer