

PERSONNEL COMMITTEE
July 28, 2022

A meeting of the Personnel Committee was called to order by Chair Williams at 10:01 a.m. in the Council Chambers. Roll call: Members Williams and Statz were present. Gustafson was excused.

Williams/Statz to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Non-budgeted Staffing Request from Fire Department.
5. Convene in closed session in accordance with the following exemption:
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)
Consideration of: Collective bargaining.
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.
6. Adjourn.

Carried.

Fire Chief Dietman addressed the Committee regarding adding a part time administrative employee to Fire Department in 2022. It was noted that someone to handle some administrative duties are needed to alleviate the workload of the Fire Chief and the Assistant Fire Chief. Discussion took place regarding the increase in call volume and the large incidents that have and do occur that require more time. It was also noted that this is a non-budgeted item for 2022 and there are not any funds in the Fire Department budget to cover the position cost for 2022.

Fire Chief Dietman presented the position description which included the percentage of amount of time for the tasks for the part time administrative assistant. Discussion took place regarding the cost of adding this position in the last quarter or last couple of months of 2022, adding the position to the 2023 budget process, and City Administrator VanLieshout cautioned the Committee on amending the current budget for operational purposes and noted that encouraging management solutions or policy solutions would be appropriate. It was noted the cost for the position in 2023 was estimated about \$24,000.

Williams/Statz to approve the position description and to recommend to the Common Council to consider hiring the Part Time Administrative Assistant for the Fire Department with a hire date of November 1, 2022, if funds are found within the 2022 budget and allow the City Administrator to approve the fund transfer. If funds are not available in 2022, to include the position cost in the 2023 budget. Carried.

After the Chair announced the statutory basis, Williams/Statz to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e) Consideration of: Collective bargaining. Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

Carried.

The Committee adjourned in closed session at 11:03 a.m.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/HR Director