

**SPECIAL ADHOC ADMINISTRATIVE STAFF RESTRUCTURE COMMITTEE  
Minutes**

**May 6, 2020**

**Brillion City Center**

**1:00 pm**

**CALL TO ORDER:**

Mayor Edinger called the meeting to order at 1:02 pm.

**ROLL CALL:**

Present were Mayor Mel Edinger, Alderpersons Joe Levash and Betty Nies. Also present was Administrator/Clerk-Treasurer Lori Gosz.

**CONSIDER OPTIONS FOR RESTRUCTURE OF RESPONSIBILITIES OF ADMINISTRATION POSITIONS:**

The Committee reviewed the Organizational Chart and the responsibilities of administration positions. It was suggested to hire a full-time Administrator and a full-time Clerk-Treasurer. The full-time Administrator would have oversight of contracted utility/assessor/city engineer services instead of the Public Works Director. The Administrator would have the responsibilities of Community Development, Redevelopment Secretary and City Liaison to the Chamber of Commerce. The Emergency Management Director would be listed separately and have oversight of the ambulance services. The Library Board will have the responsibilities per State Statute of the library employees.

Levash suggested to update the Organizational Chart with these changes.

The City's current policy of compensatory time and employment agreements was reviewed. Gosz reported she received an opinion for Attorney Jim Kalny who advised there is no duty to pay comp time to salaried employees. By definition qualified salaried employees under the FLSA are exempt from overtime. The City is not required to grant comp time, but if it determines to do so, it can do so in any manner it deems fit.

It was suggested that the Adhoc Committee continue to review the policy and develop an amendment to be recommended to City Council at a future meeting. Nies suggested to have a template for employment agreements drafted to be used with the new positions and 2021 employment agreements.

**CONSIDER OPTIONS FOR OUTSOURCING – PAYROLL, WATER/SEWER UTILITY BILLING:**

Gosz explained the time it takes to do payroll and water/sewer utility billing. She stated the process for payroll takes approximately 8 hours bi-weekly. She is working to lean the process for payroll. Gosz stated the time to process the utility billings is approximately 40 per quarter. However, there are a lot of meter readings/customer billing changes that takes time to process which consumes a lot time. She suggested that the Utility Commission consider outsourcing the utility billing process to MCO, the Clerk/Treasurer office would continue to collect the billing revenue.

It was suggested to outsource utility billing process and to keep the payroll.

**FUTURE AGENDA ITEMS:**

- Consider Options for hiring for City Administrator and City Clerk/Treasurer.
- Consider Options for Wage Scales for Administrative Staff.
- Consider Schedule, Hours and Compensatory Time Policy Amendment

**SET NEXT MEETING DATE:**

Wednesday, May 13, 2020 at 1:00 pm.

**ADJOURNMENT:**

The meeting adjourned at 3:09 pm.

Lori M. Gosz  
Administrator/Clerk-Treasurer