

**SPECIAL ADHOC ADMINISTRATIVE STAFF RESTRUCTURE COMMITTEE
Minutes**

May 20, 2020

Brillion City Center

1:00 pm

CALL TO ORDER:

Mayor Edinger called the meeting to order at 1:00 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 HIRING CITY ADMINISTRATOR AND CITY CLERK/TREASURER:

Gosz explained she received a proposal from the IPR Group for Professional Recruitment and Selection Services for hiring a City Administrator. The Committee reviewed the scope of services. The lump sum amount is \$8,500.00.

Edinger stressed the need to hire a Clerk-Treasurer as soon as possible stating we may not have time to go through a hiring service. He suggested to recommend to Council to hire a Clerk-Treasurer with a salary range of \$45,000-55,000 depending on qualification.

Gosz explained she prepared a draft to advertise for the position. The Committee reviewed the advertisement and suggested changes. It was suggested to post the advertisement on the following organization websites; Indeed, WCMA, WMCA, WMTA, League of Wisconsin Municipalities, LinkedIn, Brillion Chamber of Commerce, and Fox Cities Chamber of Commerce. Also to post the Brillion News and Lake to Lake Shopper.

The advertisement would be posted by June 1st with resumes due by June 26th. The Adhoc Committee will review resumes received on Wednesday, July 8th with interviewed to be scheduled during the month of July. A final candidate will be recommended to City Council on July 27th.

CONSIDER OPTIONS FOR WAGE SCALES FOR ADMINISTRATIVE STAFF:

The Committee discussed the wage scale for the City Administrative. It was suggested \$65,000 – 80,000 depending on qualifications.

CONSIDER SCHEDULE, HOURS AND COMPENSATORY TIME POLICY AMENDMENT:

It was suggested to amend the policy that there be no compensatory time recorded to granted to salary exempt employees. Levash suggested that the Flex Benefit policy have not City contribution. He suggested having the new City Clerk/Treasurer look into a Health Saving plan for employees.

Edinger commended with the 2021 budget there may be employee cuts. He mentioned the Police Department and DPW are areas to consider.

FUTURE AGENDA ITEMS:

- Hiring City Administrator
- Consider Options for Schedule, Hours and Compensatory Time Policy Amendment
- Consider Options for Flex Benefit Policy Amendment

SET NEXT MEETING DATE:

Wednesday, May 27, 2020 at 1:00 pm.

ADJOURNMENT:

The meeting adjourned at 2:30 pm

Lori M. Gosz
Administrator/Clerk-Treasurer