

**SPECIAL ADHOC ADMINISTRATIVE STAFF RESTRUCTURE COMMITTEE
Minutes**

June 16, 2020

Brillion City Center

9:30 pm

CALL TO ORDER:

Mayor Edinger called the meeting to order at 9:33 pm.

ROLL CALL:

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

Guests:

Henry Veleker, IPR Group, Ben Bastian, TJ Bastian, Jason Pielhop and Police Chief Kirk Schend.

APPROVAL OF MINUTES;

Motion – Nies moved to approve the minutes of the June 3, 2020 Special Adhoc Administrative Staff Restructure Committee meeting as printed and circulated. Seconded by Levash. Motion carried.

HIRING OF ADMINISTRATOR:

Proposal for Professional Recruitment & Selection Services – Integrated Public Resources:

Henry Veleker from Integrated Public Resources explained the scope of services. He explained things to consider when selecting an Administrator. He proposed advertising in ICMA (International City Managers Association). He stated communities are hiring, however, he has noticed that due to COVID it seems individuals are not wanting to move. Therefore, he suggested focusing on the Midwest.

Veleker stated the recruitment process typically takes 8 weeks, however, it could take more time depending on the final candidates notice to employer. Veleker recommended a 30-day application period.

Veleker stated he would contact potential candidates to sell the position to individuals that might be interested in relocating to Brillion. Wisconsin Retirement System is very good which will benefit fill the position.

Veleker stated they would create a community profile as part of the promotional piece.

Veleker suggested an interview committee be considered by the Council. He suggested a representative from the Council, school district, and perhaps commerce. The second interview would include meetings with department heads. Tours of the City would also be done.

Veleker suggested an advertising budget of \$1,000.00, which will include some direct mailing.

The following time frame was suggested;

- June 22 – recommend to Council approval of Professional Recruitment & Selection Services proposal from IPR.
- July 13 – advertisement for Administrator to COW/Special Council.
- Mid July – advertising and marketing
- Late August – candidate selection process

Veleker stated they would ask the Police Chief to run criminal background checks. IPR would take care of other background and reference checks.

Veleker questioned the salary range selected for the position. Mayor Edinger stated \$65,000-80,000. Veleker stated that may be low. Chilton is at \$75,000-90,000.

Veleker stated hiring an Administrator for Brillion is a good position to have for the City moving forward.

Motion – Nies moved to recommend to City Council the proposal for Professional Recruitment & Selection Services for hiring a City Administrator, from the IPR Group at a fee of \$8,500.00. Seconded by Levash. Motion carried.

Veleker stated he will attend the City Council meeting on June 22, to present the proposal.

CONSIDER SCHEDULE, HOURS AND COMPENSATORY TIME POLICY AMENDMENT:

Gosz explained she contacted Attorney Lisa Bergersen from the League of Wisconsin Municipal Mutual Insurance and asked for suggested language for the policy. She explained Attorney Bergersen proposed complete language change to the current policy addressing compensatory time for non-exempt employees. Also, a paragraph to address salaried exempt staff. The paragraph states that the City's compensatory time policy does not apply to salaried exempt staff. Exempt employees are expected to work a normal full-time 40-hour work week and any additional hours required by their work load, which can include meetings. In return, the employee may occasionally take time off without using time from accrued leave banks when the work load in their office permits, provided they let the Administrator know. This flexibility is not an accrued benefit nor does it constitute compensatory time.

Motion – Levash moved to recommend to City Council to adopt the proposed Schedule, Hours and Compensatory Time policy. Seconded by Nies. Motion carried.

CONSIDER FLEX BENEFIT POLICY AMENDMENT:

No report.

2021 BUDGET FOR PERSONNEL:

No report.

FUTURE AGENDA ITEMS:

- Review Application for City Clerk/Treasurer

- Job Descriptions for Park & Recreation Director and Library Director
- Powers of the Library Board
- Flex Benefit Policy Amendment
- 2021 Budget for Personnel
- Police Budget/Staffing

SET NEXT MEETING DATE:

Wednesday, July 8, 2020 at 1:00 pm.

TJ Bastian stated he is receiving mixed message from the Council with benefits being cut from department heads. How can the City recruit the best candidate when we keep cutting benefits. Ben Bastian stated the City is low in comparison to other community in wages. The suggested change in flex benefit policy is sending a poor message to the Police. Bastian stated the Police is saving the City money by taking the insurance opt out incentive. He expected more officers to take the incentive in 2021.

Mayor Edinger stated he has been looking into the high budget of Brillion for Police compared to surrounding communities. He stated the Police department budget is approximately 35% of the overall budget. He would like to see it reduce in 2021 to about 20%.

Bastian stated the police have been working on the next years budget and will bring numbers to the next Adhoc meeting for discussion.

ADJOURNMENT:

The meeting adjourned at 11:27 am.

Lori M. Gosz
Administrator/Clerk-Treasurer