

PERSONNEL COMMITTEE MEETING
CITY OF WISCONSIN DELLS
MUNICIPAL BUILDING ~ 300 LA CROSSE STREET
WISCONSIN DELLS, WI 53965
MAY 5, 2014

Chairperson Landers called the meeting to order at 7:30P.M. Notice of the meeting was provided to the *Dells Events*, WNNO Radio, and posted in accordance with State Statutes.

1. Members Present: Mayor Brian Landers, Ald. Jesse DeFosse, Ald. Dar Mor and
 Ald. Ed Wojnicz

 Others: City Clerk Nancy Holzem, City Treasurer Kate Anger-Seep, Public
 Works & Utilities Director David Holzem, Zoning Admin. Chris
 Tollaksen, Police Chief Jody Ward, Parks Director Thad Meister,
 Library Director Cathy Borck, Fire Chief Scott Walsh, Assistant
 Fire Chief Marty Platt, City Attorney Joseph Hasler, Ald. Brian
 Holzem, Ald. Mike Freel, Ald. Ed Fox and Kay James from the
 Dells Events.

2. Motion by Ald. Wojnicz seconded by Ald. DeFosse to approve the March 17, 2014
 Personnel Committee meeting minutes. Motion carried unanimously.

3. The committee reviewed the list of goals requested of the mayor:
 - **Conduct a thorough review of the current time clock implementation system and guarantee the success of time management for the future.**
 City Clerk Nancy Holzem and City Treasurer Kate Anger-Seep stated that progress was being made on the new time clock and payroll interface system that was implemented last year however it has been a challenge to accommodate all departments. Seep stated for example that the police officers are salaried yet they receive over-time pay, holiday pay and shift differential which the system will not accommodate for salaried employees. Call-in pay for Public Works also has to be manually adjusted. However she added that it worked great for other departments such as the Clerk's office and the Library. Police Chief Jody Ward stated that it is not cost effective for his department since they already have checks and balances in place which logs the employee's time in and out. Public Works & Utilities Director David Holzem said that he wished it were a similar system but he is making it work. Parks Director Thad Meister stated that the system did not work well for the after-school program or other activities such as softball but he was making it work. Ald. Mor and Mayor Landers asked Kate to review what other options were out there including checking with other municipalities since they would have similar scenarios.

- **Explore combining administrative services, or specialized positions with surrounding jurisdictions, specifically the Village of Lake Delton.**

Mayor Landers asked the city departments to explore sharing training, consulting and equipment with other municipalities and to think of other combining possibilities.

- **Create a standardized hiring procedure, assessment, and background investigation for all city positions, including volunteers covered under city insurance policies, and seek to recruit minorities and women into our city services.**

City Clerk Nancy Holzem stated that the new employee handbook defines the hiring process which includes background checks. The city will now be using an on-line application process which put the job posting in a nationwide data base. Mayor Landers stated that the city needs to look at hiring the most competent employees, including more women and minorities, in order to meet the expectations of our residents and visitors. He added that we cannot look at ourselves as a small community since our average daily population is between 40,000 and 50,000 people. Mayor Landers would like background checks done on volunteers as well. Parks Director Thad Meister stated that he has used the Lexis/Nexis program in the past however no longer has it available; and the police department charges \$7 for every background check it runs which could end up being costly for the parks department. No formal action was taken.

4. Mayor Landers asked the committee members and department heads to continue looking at ways to meet the goals outlined. Next meeting was scheduled for Monday, June 2, 2014 at 5:30pm.
5. Motion by Ald. Wojnicz seconded by Ald. Mor to adjourn. Motion carried unanimously.

Nancy R. Holzem
City Clerk/Coordinator