

PERSONNEL COMMITTEE MEETING
CITY OF WISCONSIN DELLS
MUNICIPAL BUILDING ~ 300 LA CROSSE STREET
WISCONSIN DELLS, WI 53965
JUNE 2, 2014

Chairperson Landers called the meeting to order at 4:30P.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 May 5, 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 Treasurer Kate Anger-Seep stated that she surveyed 20 different municipalities to
 which 12 responded. Most of them still use manual timesheets because of the same
 issues we have with trying to interface call-in pay, shift differential pay, comp-time
 conversion, holiday pay, etc. The committee reviewed the cost of the system and waived
 the pros and cons of keeping it. City Clerk Nancy Holzem stated that the system works
 good for the departments that just work straight hours such as her department and the
 library however not so good for the other departments. The Public Works Department as
 well as the Parks Department stated that they have made it work but there is quite a bit of
 manual work to do so. Police Chief Jody Ward stated that it was not cost effective for the
 Police Department since they already have checks and balances in place. Ald. Holzem
 questioned if there was a system out there that could accommodate the options that we
 needed. Kate stated that there would most likely always be manually manipulating
 needed. Motion by Ald. Mor seconded by Ald. DeFosse to go returned to manually
 timesheets beginning July 1st. Motion carried unanimously. The manual timesheets will
 be updated to be FLSA compliant.

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

Mayor Landers stated that the city is still exploring options for this.

- **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.**

Parks Director Thad Meister will work with Police Chief Jody Ward on putting together a packet of information for volunteers and determine what level of background checks will be done on what level of volunteering. Mayor Landers stated that as we continue to grow in the programs that are offered we need to make sure we are doing the best job we can in the volunteer screening process. KFD needs to make sure their policies are up to date.

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, July 7, 2014 at 5:00pm.
5. Motion by Ald. Mor seconded by Ald. DeFosse to adjourn. Motion carried unanimously.

Nancy R. Holzem
City Clerk/Coordinator