

# City of Reedsburg Personnel Committee Minutes

June 6, 2016

Present: Phil Peterson, Tiffany Schulte, Dave Knudsen, Bill Finnegan  
Absent: Don Hull  
Others: Stephen P. Compton, Peter (Times Press)

Phil Peterson called the meeting to order at 5:04pm. Moved by Knudsen, second by Schulte to approve minutes from February 23, 2016. Motion carried 4-0.

## I. General Business

1. DOL Memorandum: The Interim City Administrator presented a staff report prepared by Attorney Zach on the new Department of labor (DOL) Final Rule – Fair Labor Standards Act. Committee members and the Interim City Administrator discussed the impact to the City. It is believed there is limited exposure. The Interim City Administrator will conduct a limited review of the rule and the City payroll.
2. Job Descriptions: The Interim City Administrator presented the Job description on both the City Administrator and City Clerk-Treasurer. The Committee wants to make sure of there is an action to make sure each position is separate that any motions needs to be brought to the Council. Administrator and Clerk-Treasurer have conducted a review and cannot locate a resolution combining the positions. The could be a motion made on the minutes of the City. Administrator will check.
3. City Administrator Evaluation Forms: Five sample evaluation forms were discussed. The Personnel Committee recommended one format with the Interim City Administrator to contact and discuss the evaluation process with the Mayor.
4. Survey Monkey Employee Survey: The Personnel Committee felt that an employee survey was no longer needed at this time.
5. Clerk-Treasurer: The Interim City Administrator updated the Personnel Committee on the applications received during the recruitment. (27 applications) The Interim City Administrator discussed the top five candidates. The Committee indicated to interview all five but one applicant.
6. Police Negotiations. No actions or responses from the Business Agent or WPPA Members with the Committee members or the Interim City Administrator have been made since the first of the year.

## II. Closed Session

Personnel Committee discussed the former Administrator status now that he is employed. Direction given to Interim City Administrator to make contact.

## III. Adjourn

Motion by Knudsen second by Finnegan meeting adjourned at 6:16 pm.

Respectfully submitted,  
Stephen P. Compton  
Interim City Administrator