

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF JANUARY 6, 2015

Meeting called to order by Chairperson Feddick at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons Alanna Feddick, Rebecca Spiros, Gordon Earll, Peter Hendler and Char Smith

ABSENT: None

ALSO PRESENT: Alderperson Wagner, City Administrator Barg and City Personnel (Keith Strey, Lara Baehr, Kris Hawley, Brenda Hanson and Lori Panzer)

Citizen Comments

None

FBP15-001 Motion by Spiros, second by Earll to approve the items on the consent agenda:

1. Minutes of the December 16, 2014 meeting
2. Payroll in the amount of \$909,186.49 and the Bills in the amount of \$613,701.11
3. Monthly Position Control Report as of December 30, 2014

Alderperson Smith asked that the payment in the amount of \$5,300.00 to Pat Fellenz Construction (check number 81264; dated December 31, 2014) from Item (2) Payroll and Bills be pulled off of the consent agenda.

The submission of Pat Fellenz Construction's invoice was discussed.

FBP15-002 Motion by Smith, second by Hendler to pull out the check from Pat Fellenz Construction dated December 31, 2014 in the amount of \$5,300 and to postpone the action on it until the January 20, 2015 Finance, Budget and Personnel Committee meeting after the Committee receives a memorandum from Parks & Recreation Director Englehart regarding this invoice.

Motion carried

Vote on motion **FBP15-001 as amended**; changing the total amount of the Bills to \$608,401.11.

Motion carried

FBP15-003 Motion by Earll, second by Spiros to recommend approval of Resolution No. 2015-02 to the Common Council, authorizing the Finance Director to discontinue City of Marshfield Local Revolving Loan Fund Program administration duties except for loan payment collections for remaining loans effective January 1, 2015. Nay – 1 (Smith)

Motion carried

FBP15-004 Motion by Spiros, second by Smith to approve Policy No. 4.100, Identity Theft Prevention Program.

Motion carried

City Administrator Barg referred to the proposed recruitment and hiring guidelines that were presented to the Finance, Budget and Personnel Committee on November 18, 2014. He explained that this item wasn't brought back to this committee in policy form, because the City already has a policy on recruitment and hiring and some of the things in that policy will not go away as a result of these guidelines.

The committee had the following recommendations to the proposed recruitment and hiring guidelines:

- Add the Chairperson of the Finance, Budget and Personnel Committee and the Chairperson of the Board of Public Works or their designees to the Search Team for the positions of City Administrator and department heads
- Move the division heads up to the department heads category

These changes will be merged with the current recruitment and hiring policy and brought back to this committee in January or February.

City Administrator Barg updated the committee on the implementation of the staffing study recommendations.

- Strategic Planning Sessions – Looking at starting this with the first meeting in February.
- The addition of most of the staff positions: Zoning Administrator and Accountant position.
- The Support Technician position for the Technology Department will start sometime this summer.
- Administrative Service Coordinator position will be looked at yet.
- The relocation of the Finance Department to one floor (5th floor) is done.
- Designation of the Zoning Administrator as the code enforcement activity leader.
- Restructuring of departments still needs to be looked at.

FUTURE AGENDA ITEMS

1. Check #82164 dated 12/31/2014 to Pat Fellenz Construction in the amount of \$5,300.00 to be placed on the January 20, 2015 agenda.
2. Revised Policy for recruitment and hiring
3. Update on Implementation of staffing study recommendations

Motion by Spiros, second by Smith to adjourn at 6:02 p.m.

Lori A. Panzer
Deputy City Clerk