

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, November 20, 2023, at 7:19 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, HR Dir. Swaney, Planner Stephenson, Com. Enrich. & Rec. Dir. Vosters, Grignon Mansion Exec. Dir. Mickelson, Police Chief Graff, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill Records Assistant position.**

HR Director Swaney stated TJ Domek, Records Assistant at the Police Department, has turned in official notice of her retirement. TJ has been with the department since 2017. Her last day of employment will be 2/5/2024.

Motion by Thiele, seconded by Coenen to authorize staff to fill a Records Assistant position due to retirement.

All members voted aye.

Motion carried.

b. **Permission to fill Patrol Officer position.**

HR Director Swaney stated Lieutenant Tom Bartolazzi has turned in official notice of retirement from his Lieutenant Investigator position at the Police Department. Lt. Bartolazzi has been with the Police Department since 1996. His last day will be 1/2/2024. Lt. Bartolazzi's retirement will create a Patrol Officer vacancy.

Motion by Antoine, seconded by Moore to authorize staff to fill a Patrol Officer vacancy due to retirement.

All members voted aye.

Motion carried.

c. **Permission to enter into agreement with MEUW.**

The City is currently utilizing Fox Valley Safety for safety services which includes safety training and compliance, safety audits and investigations, development of safety procedures, and safety consulting. The current annual fee for these services is \$29,772. Staff would like to end services with Fox Valley Safety effective 12/31/2023 and enter into an agreement with MEUW for the management of the City safety program effective 01/01/2024.

Motion by Eggleston, seconded by Antoine to authorize staff to enter into an agreement with MEUW for the management of the City Safety Program.

All members voted aye.

Motion carried.

d. **Ordinance Establishing Salary of the Mayor.**

The Mayor's annual salary is currently set at \$90,209. It is set to increase to \$92,915 annually, effective April 17, 2024, and increase to \$95,702 annually, effective April 16, 2025. These figures represent a 3% increment from previously established salaries and are in line with the budget allocations for the year 2024. The 2025 salary will be

incorporated into the subsequent budget planning cycle.

Motion by Thiele, seconded by Coenen to recommend and forward the Ordinance Establishing Salary of the Mayor to the Common Council for consideration.
Motion carried 5-ayes, 1-abstain.

e. **Ordinance Establishing Salaries for Various Elected Officials.**

The City Attorney is set to increase to \$111,215 annually, effective May 1, 2024, once the next City Attorney is elected. The City Judge is set to increase to \$12,636 annually, effective May 1, 2024, once the next City Judge is elected. These figures represent a 3% increment from previously established salaries and are in line with the budget allocations for the year 2024. These salaries are adjusted each year with the non representative rate as both roles are not in the position to present to council for a decision. Ald. Moore asked why these ordinances are done in different increments.

Motion by Moore, seconded by Coenen to recommend and forward the Ordinance Establishing Salary for various Elected Officials to the Common Council for consideration and get information on the Municipal Code.
All members voted aye.
Motion carried.

f. **Wage Scale Update.**

HR Dir. Swaney provided this information again because previously the position of Assistant Fire Chief in Training was omitted from the wage scale. No changes have been made other than adding this position.

3. **Closed Session.**

a. **Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.**

Motion by Moore, seconded by Coenen to adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 7:32 p.m.

b. **Return to Open Session for possible action.**

Motion by Moore, seconded by Thiele to return to Open Session for possible action.
All members present voted aye.
Motion carried.

Returned to Open Session at 7:53 p.m.

Motion by Moore, seconded by Thiele to direct HR Director Swaney to engage a recruitment agency for the purpose of identifying and recruiting city positions.
All members voted aye.
Motion carried.

4. **Adjourn.**

Motion by Moore, seconded Coenen to adjourn.
All members voted aye.
Motion carried.

Meeting adjourned at 7:55 p.m.

Sally Kenney, Clerk