

SALARY & PERSONNEL COMMITTEE MINUTES

February 17, 2016

A. CALL TO ORDER & ROLL CALL

Chairperson Bauman called the meeting to order. Present at roll call were Alderpersons Bauman, Newcomer, and Alt. Thoman. Also present were Asst City Atty. Bartholf, City Admin. Rath, Mayor Ross, other alderpersons & city staff and Bridget Cooke of the Monroe Times. Alderperson Stangel was absent.

B. CORRECTION OF MINUTES

none

C. BUSINESS: OPEN

1. LEGAL SERVICES RFP (REQUEST FOR PROPOSALS)

City Admin. Rath explained. He has created a draft RFP using samples from other communities. Questions and discussion ensued. The Committee generally agreed as follows:

Section II GENERAL INFORMATION

The Director of General Government will manage the legal services for the City;

Terms and Conditions:

Term to be indefinite with renegotiation every 2 years

Section V EVALUATION CRITERIA

Selection of a firm for interview will be based on the following standards:

Current City Attorney Ewald will sit in on the interviews to give insight in an advisory role.

Section VI TENTATIVE SELECTION SCHEDULE

April 15, 2016 is the due date for proposals.

More discussion continued. It was decided to not designate specifically in the RFP how fees will be handled (whether hourly or on retainer, etc.)

Chairperson Bauman suggested having current City Attorney Ewald review the RFP before it is sent out.

Admin. Rath is to add estimated hours to the RFP.

2. REVISION OF JOB DESCRIPTIONS AND THE PROPOSED ELIMINATION OF OUT OF CLASS PAY

City Admin. Rath explained. The question came up regarding the cost to move public works employees from where there are currently to different skill levels. Rath explained his calculation for this. For everyone to move up to the highest level would be about \$45,000. He would like to create supervisor roles within the current framework to help with succession planning. Questions and discussion ensued. He doesn't have exact rates or wages for this, but it would probably be \$1.00 - \$1.50 per hour on average. He would like to continue to work with Public Works staff on this to get everyone moved to the appropriate levels and there would no longer be a need for out of class pay. He will base the job descriptions on skill, knowledge, and abilities and if the employee qualifies, they will be promoted into that position. More questions and discussion took place. Chairperson Bauman said to continue to work on this and report back to the committee.

D. BUSINESS BY MEMBERS

None

E. ADJOURNMENT

Motion to adjourn made by Alderperson Thoman and seconded by Alderperson Newcomer. Motion carried.

Carol J. Stamm, CMC, WCMC
City Clerk/Director of General Government