



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 27, 2021, 4:30 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. ROLL CALL.

I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson
Present: Barbara Dorff, Veronica Corpus-Dax, Bill Galvin, Brian Johnson

Others Present: Ald. Lynn Gerlach, Ald. Mark Steuer, Finance Director Diana Ellenbecker, City Attorney Vanessa Chavez, Public Works Director Steve Grenier, Asst. Finance Director Pam Manley, Park Director Dan Ditscheit, Development Director Neil Stechschulte, Fire Chief David Litton, Human Resources Director Joseph Faulds, Asst. Development Director Cheryl Renier-Wigg, City Forester Brian Pelot, HR Operations Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to Approve.
Motion Passed.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

D. APPROVAL OF MINUTES.

I. Approval of the minutes from April 13, 2021.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Barbara Dorff to Approve.
Motion Passed.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

E. REGULAR BUSINESS.

1. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Administrative Clerk - Public Works

Moved by Ald. Brian Johnson, seconded by Ald. Barbara Dorff to Approve.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

2. Consideration with possible action on a request to reclassify the Housing and Zoning Enforcement Coordinator position to an Housing and Zoning Enforcement Supervisor.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to Approve.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

3. Request to restructure the Assistant City Forester position by creating (2) two Forestry Supervisor positions to replace the Assistant City Forester position and approval to fill the positions and all subsequent vacancies.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to approve contingent upon review by the Law Department regarding the use of storm water fees to fund the Forestry Division.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

4. Consideration with possible action to add the Grant Administrator position to Administrative Services and fill the position and all subsequent vacancies resulting from internal transfers.

Moved by Ald. Brian Johnson, seconded by Ald. Barbara Dorff to approve the new Grant Fund Administrator as a limited term position contingent upon this position being fully funded by the American Rescue Plan Act grant dollars.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

5. Consideration with possible action to have staff study the need for more staff for the City

Attorney's office.

Moved by Ald. Bill Galvin, seconded by Ald. Veronica Corpus-Dax to Refer to Staff.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

F. INFORMATIONAL.

1. Report of routine personnel actions for regular employees.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Barbara Dorff to Receive and Place on File.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.

2. Next meeting date: May 11, 2021

G. ADJOURNMENT.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Barbara Dorff to Adjourn.

Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson, Abstain- None.