

Meeting Minutes  
Finance & Personnel Committee  
Wednesday – July 8, 2020 – 4:30 p.m. - Council Chambers

Members present: Morack, O’Connell, Barrington, Dorsey and Faucher.

Also present: Mayor Herter (via zoom), Finance Director Judy Radke, Alderman Besaw, Alderman Zaug, Interim City Administrator Chad Hoerth, 8 voting

1. The meeting was called to order by Chairman Dave Morack. O’Connell/Barrington to approve the amended agenda. Carried 8-0. (Item 4 and 5 discussed and then item 1 and 2 discussed)
2. The committee discussed the updated City Administrator job description. Mr. Hoerth talked about the changes from the last job description which included an addition of the Emergency Management Director and that any verbiage in the job description that described a current Department Head job duty, that verbiage was changed to a supervisory role in that duty. Alderman Dave Morack recommended two changes to the job description,
  1. A change under Economic Development from “Exercising as the City’s primary contact for promoting the economic well-being”, to “Promoting the well-being”
  2. An addition of quarterly review of Department Heads internally, in addition to the annual review to present to the finance and personnel committee.A motion was made by Zaug and seconded by Dorsey to recommend to Council approval of the City Administrator job description with the changes requested. Carried 8-0.
3. The building Inspector Position was discussed. Mr. Hoerth stated that he had a number of calls that our current part time contracted building inspector was unable to fill the needs of citizens in a timely manner. The building inspection position not only includes building inspection, but zoning, ADA compliance and policies and code enforcement. There was discussion on what that position would do in the winter or “down months” and Mr. Hoerth and Mrs. Radke talked about the ADA compliance aspect of the position and the need for this to get more attention, especially in the policy making area. A motion was made by Barrington and seconded by Zaug for the City to proceed in filling the Building Inspection position with a full time employee. Carried 8-0.
4. Finance Director Radke reviewed the Monthly Financial Reports.
5. Financial Director Report was discussed.
6. There being no public comment or further business, Zaug/Faucher to adjourn at 5:15 p.m. Carried 8-0. The next regularly scheduled finance committee meeting will be held in the Council Chambers on August 5<sup>th</sup> at 4:30 p.m.

Respectfully Submitted,  
Judy M Radke, Finance Director/Treasurer