

## **FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, February 5, 2024 at 6:39 p.m.

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

Absent & Excused: Thiele.

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, HR Dir. Swaney, Fin. Dir. Van Rossum, Com. Enrich. Service Dir. Vosters and interested citizens.

Motion by Moore, seconded by Coenen to excuse the absent member.

All members present voted aye.

Motion carried.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Summer Hours 2023 Pilot Program Report.**

The program did not seem to have a significant impact on our ability to serve residents. With an increase in online services and a scheduled website update in 2024 to further enhance our website, we can continue to offer residents easy access to common questions and services. Employee morale was boosted by the program and staff were very appreciative of the opportunity to have more work/life balance during the summer months.

Motion by Moore, seconded by Coenen to implement summer hours as a regular program annually from Memorial Day – Labor Day, aligned by pay periods. The program will be continually monitored to ensure that city staff are able to continue meeting the needs of residents and the community.

All members present voted aye.

Motion carried.

b. **Code Enforcement Classification.**

Staff have completed a review of the Code Enforcement Officer (CEO) position and classification. This included a review of work products and progress the position made from its inception in June of 2022 to its vacancy in December of 2023, current outstanding caseload, potential caseload, review of current Code Enforcement processes and procedures, and review of other municipalities' Code Enforcement programs. In completing this review, staff determined that a part-time position with a well-qualified candidate would better meet current needs. Staff also believe a realignment of the position is warranted moving its supervision from Planning to the Police Department. We are confident that with a skilled CEO under the Police Department's supervision, 20 hours per week will be sufficient to begin to implement a successful Code Enforcement program. The Police Department will provide better access to resources, databases, and collaboration with law enforcement officers which will further help the success of the position. The Police Department's approach of education, respect, fairness, and integrity will also help support the success of the program.

Motion by Moore, seconded by Coenen to re-classify the full-time Code Enforcement Officer position to a part-time Code Enforcement Officer position at 20 hours per week

and re-classify the Code Enforcement Officer position from exempt to non-exempt in pay grade 11. Grant staff permission to fill a part-time Code Enforcement Officer due to the position being currently vacant.

All members present voted aye.

Motion carried.

c. **Budget Amendment for Code Enforcement Officer moving to Police Department and Record Clerk Hour changes.**

To align the budget effects of the code enforcement classification change, we will need a reallocation of budgeted funds from the Planning Department to the Police Department. This will align the expenses that will be charged with the position change. This reallocation will include the salary and benefits that were originally budgeted. This reclassification will also free up budgeted funds that will go toward the cost to convert the storage space into office space for this position. There is resolution to formalize this on the February 6, 2024, Council agenda.

The second budget adjustment in the Police Department pertains to the Records Clerk position. The four positions within this area have budgeted scheduled hours ranging from 20 hours to 29 hours. With the recent retirements the department is looking to make all positions within this area budgeted 25 hours. This will help with scheduling, crossing training and some of the processes within the department. There will be little to no fiscal impact on the 2024 Budget. With the recent changes, retirement, and vacant positions, it will allow this change to stay within budget.

Motion by Moore, seconded by Coenen to approve the reallocation of funds from Planning/Community Development to the Police department to match budget with actual expenses.

All members present voted aye.

Motion carried.

Motion by Moore, seconded by Coenen to approve the adjusted hours for the four Records Assistant positions within the police department, making them all consistently budgeted at 25 hours.

All members present voted aye.

Motion carried.

d. **Financial Request Submission - Electric City Experience 2024.**

This is the first request since implementing our process. The request is for an existing event that has happened for many years and appears to be successful without any issues with the crowd. The event organizer has shared that the event will be like years past and has indicated the request is to help pay for expenses for the event to survive.

Motion by Antoine, seconded by Moore to approve funding request for Electric City Experience 2024 contingent upon event organizer providing more information on the event description than what he has provided as well as it being approved by the special events committee.

All members present voted aye.

Motion carried.

e. **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.

All members present voted aye.  
Motion carried.

Adjourned to closed session at 7:04 pm.

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

Motion by Moore, seconded by Coenen to return to Open Session.  
All members voted aye.  
Motion carried.

Returned to Open Session at 7:13 pm.

Motion by Eggleston, seconded by Coenen to reimburse Charlie Vosters \$577.77 to make him whole on his retirement contributions.  
All members present voted aye.  
Motion carried.

3. **Adjourn.**

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

Meeting adjourned at 7:14 p.m.

Sally Kenney, Clerk