



City of Verona

Personnel Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
PERSONNEL COMMITTEE
March 12, 2018
VERONA CITY HALL

1. The meeting was called to order by Heather Reekie 5:33 p.m.
2. Roll Call: Heather Reekie, and Sarah Gaskell. Elizabeth Doyle was excused absent. Also present: Mayor Hochkammer, City Administrator, Jeff Mikorski, and Public Works Director Theran Jacobson.
3. Approval of minutes from the January 8, 2018 Personnel Committee meeting. Motion by Gaskell, seconded by Reekie to approve the minutes. Motion carried 2-0.
4. Discussion and Possible Action re: Recruitment Process for Public Works Street Superintendent. Jacobson presented the position modifications that occurred in 2015, with Jon Bublitz, Assistant Streets Superintendent, shadowing Street Superintendent Greg Denner to learn the practices and procedures of the position. Now with Greg Denner retiring April 6, 2018, the Street Superintendent's roles and responsibilities will be split between the Street Superintendent, Assistant Street Superintendent and the Construction Inspection positions. No salary changes are needed because they are all in the same grade. Jacobson requested the transition of Jon Bublitz into the role of the Street Superintendent and Eric Schulz, newly hired Construction Inspector and Project Manager to transition into the Assistant Streets Superintendent position, leaving the Construction Inspection and Project Manager position vacant again. The City recently conducted a recruitment process for the Construction Inspection and Project Manager position and is requesting to contact the next-to-top candidates for the position again to see if they are still interested in the position. Motion by Gaskell, seconded by Reekie, to approve the transition of employees in the Public Works Department as described by Jacobson and allow the City to use the previous list of candidates from the Construction Inspection and Project Manager recruitment process as a list to fill the vacant position. Motion carried 2-0.
5. Discussion and possible action re: Update on recently filled open positions. Mikorski updated the Personnel Committee on new employees Eric Schulz (Public Works) that started on February 26, Kim Crowell (Senior Center Case Manager) who will start on March 19 as part-time and transition to full-time on May 7, and Kayla Martin (Deputy City Clerk) who will start on March 20.

Mikorski updated the Personnel Committee on the Economic Development Manager position. We received 17 applications and interviewed 5 candidates.
6. Adjournment: Motion by Reekie, seconded by Gaskell to adjourn the meeting at 5:51 p.m. Motion carried 2-0.

Respectfully Submitted by,
Jeff Mikorski, ICMA-CM

City Administrator