

**JOINT MEETING OF THE
PERSONNEL COMMITTEE AND
PARKS AND RECREATION BOARD
COUNCIL ROOM, CITY HALL
THURSDAY, MAY 25, 2023
4:30 P.M.**

Personnel Committee-The Personnel Committee was called to order by Chair Barbara Petkovsek. On roll call: Council Members Barbara Petkovsek, Julie Counsell, William Neville and Mayor Duane Poeschel.

Personnel Committee-Minutes of the previous meeting were not available.

Parks and Recreation Board-The Parks and Recreation Board was called to order by Chair J. Neville. On roll call: Council Member Jose Neville, Nate McDonald, Robin Harder, Sue Voigt, Mandy Krejci and Jacob Ormond present. Wendell Attoe absent.

Parks and Recreation Board-Motion Voigt, second Harder, to approve the minutes of the previous meeting. All Aye.

Also present: Recreation Director Judy Lindner, Chief of Police James Mankowski, Library Director Janay Ziebell and City Clerk-Treasurer Rex Roehl.

Chair Petkovsek called for appearances at the joint meeting.

Chair Petkovsek stated we are here to discuss the Recreation Department operations during the vacancy, Lindner will be on vacation during June and then retirement, we still have a lot of activities going on.

Lindner stated we have a good start with all events starting and set up, whenever the new person starts the summer is set up.

Chair Petkovsek stated even though Linder is on vacation she will be picking up phone calls and emails-if an umpire gets ill she is available.

Council Member Counsell asked if Lindner was providing a list of people to call when umpires, etc. are needed. Is Lindner willing to mentor the new person, have a sit down throughout the year.

Lindner stated that if a local person is hired there will not be as much, if a non-local is hired there would be more mentoring, she would address it when it happens.

Council Member J. Neville asked about an interim person while Lindner is on vacation, then retired.

Chair Petkovsek stated about manning the office every day. If Lindner works during June and cannot get her vacation time fully used, she would get a lump sum payment for the unused vacation hours, just like the lump sum payment for her unused sick leave hours, the lump sum payment is not subject to Wisconsin Retirement.

Lindner stated that she would do what is needed to be done.

Voigt stated you would answer calls and emails.

Lindner replied "Yes."

Council Member Counsell asked if Lindner had anyone for backup at the School.

Lindner stated that she doesn't have anyone at the School, everything is run through the City, it is a very good relationship and everyone gets what they need done.

Council Member J. Neville stated everything takes time, what happens after July 1, 2023 if no one is in place, what is the next step.

Chair Petkovsek stated that Cemetery Sexton/Parks Director Barth does not have the time.

Discussion on finding a teacher who is off for the summer or a college student intern; Lindner could volunteer, she just cannot be paid; the Clerk's office handling walk-ins and calls; etc.

Personnel Committee: Motion Poeschel, second W. Neville, to have Lindner set up a substitute to cover the month of July, if needed. All Aye.

Parks and Recreation Board: Motion Voigt, second Ormond, to have Lindner set up a substitute to cover the month of July, if needed. All Aye.

Council Member J. Neville stated that under Ordinance SEC. 2-3-14 RECREATION DIRECTOR the Parks and Recreation Board appoints the Recreation Director. J. Neville would like the process and interviewing of applicants referred to the Personnel Committee and then the Personnel Committee would make a recommendation back to the Parks and Recreation Board. J. Neville as Chair of the Parks and Recreation Board and Sue Voigt as a member of the School Board would sit in on the Personnel Committee process and report back to the Parks and Recreation Board.

Chair Petkovsek stated that J. Neville and Voigt could attend and listen at the Personnel Committee meetings, but have no input or vote. The Recreation Directors job description was written by Lindner and reviewed by the League attorney. The position is a salaried exempt position and clearly states evenings and weekend hours are a definite necessity. Lindner doesn't want her legacy going down the tube.

Lindner stated it is not realist to see a new person doing all the tournaments she has, and being at the School six or seven weekends in January/February.

Chair Petkovsek stated that the Booster Club is involved too.

Krejci asked what is J. Neville and Voigt's actual role in attending the Personnel Committee meeting.

Council Member Neville stated it is to listen and report back, as the Personnel Committee will only be making a recommendation.

Harder stated if they have no input, what is the use.

Voigt stated not to ask questions as part of the interview, but there are questions from the School Board's perspective.

Chair Petkovsek stated a list of interview questions has not been put together yet, give any questions you want included to Council Member J. Neville. If J. Neville or Voigt don't think the candidate is right, we probably won't either.

Council Member Counsell asked why they can't have input, there is no rule.

Chair Petkovsek stated that they are not part of the official interview committee.

Discussion continued.

Parks and Recreation Board: Motion Krejci, second Harder, to refer the hiring process and interviewing of Recreation Director applicants to the Personnel Committee, with J. Neville and Voigt sitting in on the meeting and to ask the City Attorney about J. Neville and Voigt's participation and input. All Aye.

Council Member Counsell asked where the position was advertised.

Chair Petkovsek stated in the local paper, Workforce Development and on the City's website.

Chair Petkovsek stated the interview process: interviews in closed session, offer in closed session, which means it stays in closed session until the background check and fingerprinting, then to the full Council. There is to be no talk among ourselves to avoid a rolling quorum situation. When the recommendation does come out it will be with salary included. We know what the current salary pays and the application has a desired salary line.

Krejci asked if there is a probationary period.

Chair Petkovsek stated that the City has a one-year probationary period and the employee serves at will.

Council Member W. Neville asked about the School's involvement.

City Clerk-Treasurer Roehl stated that the School pays one half of salary and benefits. All program costs are paid by the City.

Discussion followed on meeting dates.

Personnel Committee: The Personnel Committee will meet Friday, June 2, 2023 at 4:00 P.M. for interviews and recommendation.

Parks and Recreation Board: The Parks and Recreation Board will meet on Monday, June 5, 2023 at 7:00 P.M. to receive the Personnel Committee recommendation.

Harder stated that if we don't get any good candidates we could advertise on the U-W System website.

5:00 P.M.-Personnel Committee: Motion Poeschel, second W. Neville, to adjourn. All Aye.

Parks and Recreation Board: Chair J. Neville took over the meeting.

Janay Ziebell stated that the Neillsville Library did not get the Clark County Health Department grant for a Story Book Trail in Schuster Park, however Amanda Hensiak at Cummins wrote for a company grant and we have received \$6,000 instead of the original \$4,000.

Ziebell states she is here to talk about signage for the Story Book Trail. In walking the trail in Schuster Park she noted the old metal Grand Avenue Bridge. It would be neat to keep with the metal signage-she contacted Crooked Iron and the Beautification Committee is working with Kranzations on a sign for Prock Park. The sign would be put over the top, at the start of the trail, by the Steam Engine or by the concrete entrance structure. We are looking for permission.

Chair J. Neville stated you need to get a design of the sign for the Board, then it will go through the Planning Commission and finally the City Council.

Ziebell stated that the first sign post on the trail would say Story Book Trail established 2023, tell how the storybook trail works, state donated by Cummins. The last post would be a guest book to sign.

Harder asked if the Schuster Park walking trail was cleared during the winter.

Voigt replied "Yes."

McDonald asked about the posts, if they are fence post they could be torn out.

Ziebell stated the post will be either 4 by 4 or 6 by 6 posts, the platforms will be 37 inches in height at the top.

Chair J. Neville asked if Ziebell could get a design for the Board meeting on June 5, 2023.

Ziebell stated she would try for two examples-overhead and free standing.

5:10 P.M.-Parks and Recreation Board: Motion Harder, second Krejci to adjourn. All Aye.

Barb Petkovsek, Personnel Committee Chair

Jose Neville, Parks and Recreation Board Chair

Rex R. Roehl, City Clerk-Treasurer

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