

Meeting Minutes  
Finance & Personnel Committee  
Wednesday July 2, 2008 4:30 p.m. Council Chambers

Members present: Morack, O'Connell, Tate, Barrington.  
Also present: Henke, Herminath, Villiesse, Rousseau

Vice-Chairperson Morack called the meeting to order.

Agenda: Tate/Barrington to adopt agenda as presented. Carried: 4-0.

The Traffic Patterns and Signage Committee has advised creating a permanent no parking area in front of Most Precious Blood Catholic Church on Pearl St. Members who attended the traffic committee meeting explained the situation. O'Connell/Tate to recommend to Council that a no parking zone be established on the eastside of Pearl St. from the corner with Quincy and continuing 25 feet North. Carried 4-0.

Villiesse explained the plan he and his staff have developed for the Clerk Treasurer's Office. There would be a City Clerk, a separate Finance Director/Treasurer, who would have two assistants. The Assessor would supervise the Assessment Technician. The plan includes a description of duties for all personnel, and addresses full time / part time possibilities as well as a timetable for implementation. Some of the duties would begin Sept. 1<sup>st</sup>, hiring of new people would come after the January 1, 2009. Tate/ Barrington to approve the plan and recommend it to Council. Carried: 4-0.

Villiesse explained that accounting requirements effective for this year may require an actuarial study of post employment benefits, we have a bid for the required study of \$7500.00 however staff is searching for alternate solutions which may allow a much-reduced cost. He will report back next meeting.

The Committee discussed the need for a survey instrument to gain feed back from citizens. After some discussion the committee agreed the survey needed to produce positive feedback on actionable matters. Things like suggestions for improved services, identification of public needs which are not being met, etc. It was suggested that the surveys might best be distributed at specific facilities, randomly, asking for feedback from users of those services. Members agreed to return to this subject next month. Everyone is to review the prior survey document look to see if issues identified in it were addressed, and come up with ideas for new questions. Meanwhile Kent is to obtain survey quests from the ICMA. Associated with this discussion, members requested that they receive weekly copies of complaints and their resolution, as they had been receiving.

Members think great benefit is to be had from a program wherein employees formally send in suggestions on improving our services, making service delivery more efficient or other cost saving measure and are given a meaningful reward. It was noted that a Hortonville manufacturer is using such a system, and Kent had forwarded some ideas from the Village of Bayside. Kent is to draft up a form and general program for the next meeting.

Budget Reports and the Economic Development Report were discussed.

Questions and answers: Two topics were requested for next month's meeting:

1. Creation of a new sidewalk program and a possible current year sidewalk project.
2. A policy on razing permit requirements.

There being no further business: Barrington/Tate to adjourn. Committee adjourned at 5:53 p.m.