

May 25, 2016

The special meeting of the Common Council of the City of Fountain City was called to order at 6:00 p.m. on Thursday, May 25, 2016 by Mayor Kevin Hutter. Alderpersons present: Judith Ganger, Bobbi Farrand, Sol Simon, John Sagan, Jen Tepovich and Barb Schmidt knecht arrived at 6:42 p.m. Others present: Gil Adams, Stephanie Foust, Keith Engel, Kay Peterson and Bruce Hentges.

Clarify, discuss & consider job descriptions and expectations of city personnel collectively agenda item: Kevin noted that there have been many different job descriptions and feels we need to start fresh with what the Council's expectations are:

- The most updated job description was of the Deputy Clerk position - who is responsible for what, some overlap, how and who to communicate to, should report to supervisor and they should report to committee head and Mayor, with PPHS will handle complaints.
- Better communication amongst everyone is needed – top priority per Kevin. Gil to set aside a half hour, to an hour, each week for bills to be gone through and interaction with the Clerk's office.
- Kevin noted that the people (employees) sitting here run the City and none of them are elected. Receiving calls without knowing what is going on doesn't look good.
- Clerk's office has traditionally reported time off to PPHS head and Mayor. Public Works to report to Public Works Committee and Mayor for time off. All decisions need to go through Council – full Council. No one individual's job to do that.
- Sol has had people ask why stuff is not done with three full time employees? Good mechanism = good email = quick response. (Jason Mork arrived at 6:24pm). Gil and Janet should have a weekly staff meeting. Kevin noted that we have six decent employees to communicate with. Council to talk to Public Works if they need information on what is going on.
- Jen questioned Gil reporting time off to Public Works instead of PPHS Committee? Jen talked about the organizational chart in the handbook. Lack of expectations of what people do, go to committee then and include the Mayor respectively. Gil needs it to be a collective decision, can't report to seven bosses. No individual should be telling Gil what to do. Sol noted that the committee should discuss through the Mayor to him. Janet explained the differences between organizational chart and job descriptions noting the immediate supervisor was not the same as the Council's authority. They are two different things. Impossible for key people to tell Kevin everything, but incident should warrant an email. Gil feels he does this, but not 100% of the time per Kevin. Help each other out. Stephanie noted that we are always the last to know again. John feels Gil has done a great job of communicating with him. Sol asked about coding of timesheets to different departments.
- Jen questioned if Public Works work with Jen instead of Gil to free up Gil's time. Barb is concerned if not relayed accurately, noting that an email says the same thing to everyone. Sol noted a good example was the mower – need to talk to several people and to all three committees. Jen suggested utilizing a joint meeting. Barb noted we need to have something in place, procurement policy in place that ties his hand - \$250 limit slows the process. Sol noted we are stuck with this structure.
- Sol asked what practices can we use to have things run more efficiently? Immediate get things to committee and not Council. If this is not working, how can we make it work? Department heads and Mayor should make sure issues are brought forward, not Gil's responsibility. Questioned why things get lost in the abyss – because there was not good communication before. Sol questioned if we can do group emails? Barb agrees with this and noted to be careful to not create a walking quorum. Kevin noted you can be defeating the purpose if only on a committee instead of Council. Barb noted that sometimes we slow ourselves down too much. Citizens can become outraged, Barb noted. Janet was asked about the legality of going to Council instead of committee. She explained committee level is for information to be shared and discussed in detail. Jen explained why she believes in scheduled meetings. Should Gil and Janet report to Mayor and Public Works and PPHS respectively? The police officer would report to the Mayor, which prompted Sol to read the statutes in regard to this. (John Sagan left the room at 7:12pm after talking to Gil & Bruce, and then returned a few minutes later.)
- Barb would like this issue brought back in a month. Sol questioned who do people report to? Kevin advised about past practices and case law. Barb would like the minutes to reflect that the Clerk's office should send out agendas to all.
- Kevin read closed session statute and after some discussion, Jason read exemption “c” for everyone. Some questioned if this meeting was premature, the correct format, or the timing of five hours to talk with each employee was necessary. Motion Judith, second Jen agreed to go into closed session at 7:35 pm to clarify, discuss and consider job descriptions and expectations of City personnel individually.

Roll call: Jen, Barb, Sol, and Judith; yes - Bobbi and John; no. Motion carried. Motion Jen, second Judith to take a four minutes recess to reconvene in closed at 7:40pm. Motion carried.
Motion Sol, second Judith, all agreed to go back into open session at 9:29pm. Roll call: Judith, Sol, Bobbi, Barb and Jen; yes. Motion carried.
Motion Sol, second Bobbi, all alderpersons agreed to adjourn at 9:30 pm. Motion carried.

Respectfully submitted,

Janet LaDuke, Clerk-Treasurer