

SPECIAL COUNCIL MEETING
NOVEMBER 30, 2015 AT 5:00 PM

Mayor Horne opened the meeting by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Zajkowski, Volkert, Hansen, Kittel, Ard, and Jackson.

The Pledge of Allegiance was recited.

Alderman Kittel moved to adopt the agenda as presented, seconded by Alderman Volkert and carried.

Introduction of New Employees

Jeremiah Wendt introduced Michael Mroz, our new Operations Manager. Mark Samelstad introduced Jarred McLain and Joe Kastens, our new Police Officers.

Police Staff Recommendation

Mike Darrow thanked the group of Kari Kraft, Mark Samelstad, Ron Volkert, Craig Kittel, and Craig Yehlik for their work on this issue. The recommendation from this group is to maintain the existing Lieutenant position, with additional responsibility of directly supervising "A" Shift (5:30 a.m. – 2:00 p.m.) Monday through Friday and change existing "Acting Sergeant" position into a third detective position. Alderman Zajkowski moved to approve this recommendation, seconded by Alderman Kittel and carried.

Community Commons Update

Mike Darrow stated that the School Board will meet on December 14, 2015 to consider the sale of the Commons building to the City of New Richmond for \$1. The City would assist with a Community Development Block Grant in the amount of \$500,000 towards razing the building. The City and School District would authorize a formal agreement for the project in January of 2016.

Human Resource Policies

Mike Darrow presented the following three recommended policies to be adopted by the Council:

- 1) All Human Resource records and personnel files shall be maintained at the Civic Center and under the authority of the City Administrator and Human Resources Department. No secondary files should be maintained. All files will remain confidential. THE City of New Richmond will undertake a third party HR audit from time to time, or at the request of the City Council to ensure compliance with City policies and SHRM standards.
- 2) All on-boarding (new hires) shall be completed by the City of New Richmond Human Resources Department. This will include a one to three day City of New Richmond process which will provide an overview of the City of New Richmond, policies, procedures, department overview and organizational chart, meeting with staff, employee welcome reception and meeting with the City Council at the next available City Council meeting.
- 3) All hiring and hiring processes will be reviewed by the City of New Richmond Administrator and/or the Human Resources Department. All interview processes shall be approved by the City's HR Manager, and, when appropriate, a member of the City of New Richmond Administration and/or HR Manager will be a part of the hiring process. Any hiring and hiring process related to the New Richmond Police and Fire Commission shall include the participation, coordination, and advice of the City's HR Manager and/or the City of New Richmond Administrator to ensure compliance with state and/or federal employment laws.

Alderman Ard moved to approve these HR policies, seconded by Alderman Zajkowski and carried.

2016 Budget

Mike Darrow gave a review of the budget and stated that the goal was to keep the budget increase under 2% and that was accomplished. There was discussion regarding the 2016 budget. The Budget Hearing will be on December 7, 2015 at 7:00 p.m.

Communications and Miscellaneous

Mayor Horne stated that the Citizen of the Year will be announced on December 7, 2015 at 5:00 p.m. at Barley John's. Scottie Ard reported that she and Rob Kreibich, Chamber Director, will be heading to Trego to participate in the Governor's Small Business Summit tomorrow morning.

Closed Session

Alderman Ard moved to go into Closed Session for Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data as well as discussion related to negotiations related to Police Labor Negotiations, seconded by Alderman Jackson and carried.

Open Session

No action taken

Alderman Hansen moved to adjourn the meeting, seconded by Alderman Jackson and carried.

Meeting adjourned at 7:30 p.m.

Tanya Reigel
City Clerk