

**SPECIAL ADHOC ADMINISTRATIVE STAFF RESTRUCTURE COMMITTEE  
Minutes**

**June 3, 2020**

**Brillion City Center**

**1:00 pm**

**CALL TO ORDER:**

Mayor Edinger called the meeting to order at 1:07pm.

**ROLL CALL:**

Present were Mayor Edinger, Alderpersons Joe Levash and Betty Nies. Also present was Administrator/Clerk-Treasurer Lori Gosz.

**APPROVAL OF MINUTES:**

**Motion** – Levash moved to approve the May 6, 2020, May 27, 2020 Special Adhoc Administrative Staff Restructure Committee minutes as printed and circulated. Seconded by Nies. Call vote. Motion carried unanimously.

**HIRING OF CITY ADMINISTRATOR AND WAGE SCALE:**

Mayor Edinger reported he contacted the Mayor of Chilton regarding their experience with the IPR Group for hiring of a Administrator/Clerk-Treasurer. He reported that Chilton is happy with the services of the IPR Group.

Gosz reported she reviewed the budget which supports the hiring of a Clerk/Treasurer now and Administrator later. Also, there is enough in the budget to outsource for hiring an Administrator.

It was suggested to ask a representative of the IRP Group to attend the June 17, 2020 Adhoc Committee meeting to discuss their proposal and scope of services for hiring an Administrator.

**CONSIDER SCHEDULE, HOURS AND COMPENSATORY TIME POLICY  
AMENDMENT:**

Gosz stated the League of Wisconsin Municipality Mutual Insurance has a new Workplace Solutions & Compliance Services available and offers at no cost attorney review of personnel policies. Gosz suggested that she contact the attorney to review the City's Schedule, Hours and Compensatory Time Policy for language amendment to be reviewed by the Adhoc Committee at the June 17 meeting.

**CONSIDER FLEX BENEFIT POLICY AMENDMENT:**

It was suggested to have Gosz contact the League of Wisconsin Municipality Mutual Insurance attorney regarding options for health savings accounts. Also, how to treat new employees if the current flex benefit policy is changed to a health saving account plan in 2021.

**FUTURE AGENDA ITEMS:**

- Hiring of City Administrator – IPR Group Proposal
- Consider Schedule, Hours and Compensatory Time Policy Amendment
- Consider Flex Benefit Policy Amendment
- 2021 Budget for Personnel

**SET NEXT MEETING DATE:**

Wednesday, June 17, 2020 at 1:00 pm

**ADJOURNMENT:**

The meeting adjourned at 2:55 pm.

Lori M. Gosz  
Administrator/Clerk-Treasurer