

**Personnel Committee  
February 6<sup>th</sup>, 2020**

Members Present

Chairman Lanzotti  
Alderman Driskell  
Alderman Olive

Also Present

Mayor Barry  
HR Conrath  
Fire Chief Adermann  
Supt Bialas  
Treasurer Nation  
Police Chief Wheeler  
Geoffrey Ortman

Alderman Budd  
Shirley Sams  
Supt Mann  
Bill Jones (AFSCME)  
Owen Lasswell  
Deputy Chief Childers

Members Absent

Alderman Bryant

Chairman Lanzotti called the meeting to order at 6:40pm.

Bid and/or Advertise Laborer and Marina Clerk Positions at the Lake Department

Chairman Lanzotti requested Superintendent Bialas speak about the open positions at the Lake Department. Superintendent Bialas mentioned the Laborer position has been open for about a year. He felt at the time that he could get by without the Laborer's position being filled in May 2019. He is now requesting that the Laborer's position be put up for bid. Alderman Driskell asked how many current Full-Time employees the Lake has. Superintendent Bialas replied that there are two current Full-Time employees. Superintendent Bialas stated that Rose Blackburn, who was in the Marina Clerk position, left July 2019 to take a Laborer's position and it has been vacant since that time. Superintendent Bialas requested that the Marina Clerk position be opened up for bid.

Motion by Alderman Driskell and seconded by Alderman Olive to recommend to the City Council to bid/and or advertise the Laborer position at the Lake Department. Motion carried 3-0.

Motion by Alderman Driskell and seconded by Alderman Olive to recommend to the City Council to bid/and or advertise the Marina Clerk position at the Lake Department. Motion carried 3-0.

Summer/Seasonal Help

Chairman Lanzotti asked Superintendent Bialas how many summer/seasonal help he would like. Superintendent Bialas replied that he would like to request two for the Lake Department and both people from last summer would like to return. Superintendent Bialas has spoken with both students to confirm that they would like to return. The Mayor requested that we use summer help for the office as well. Superintendent Bialas stated that there are always two people in the Marina office. Superintendent Bialas requested that Human Resources Manager Conrath contact StaffQuick about another person for the Marina Clerk. Treasurer Nation stated that she knew there was a summer helper at the Marina Lake office in years prior. The Mayor suggested getting a student for the second person in the Marina office to help save the City costs. Human Resources Manager Conrath stated that she received requests for Summer/Seasonal help from all Departments.

Payroll/Timeclock System

Treasurer Nation presented ExecuTime from our Incode Payroll System to the Committee for the TimeClock system. She stated that it is more than likely the only version that will work for our departmental needs. She explained the system might take 6-9 months to set up due to integration. She explained the process for clocking in and out as well as the different options to do this: cell phone, time clocks, via computer, etc. Alderman Olive was concerned with time clocks on computers not being a good idea for all Departments across the City. He believes that in some areas they will need to have other time clock options. Alderman Olive asked how overtime would work on the timeclock system. Treasurer Nation explained how ExecuTime explained the process with how to differentiate overtime. Chairman Lanzotti stated his concern for the possibility of employees using someone else's code to clock in. Cost is a one-time fee of \$17,690.00 plus an annual maintenance fee of \$1865.00. Treasurer Nation explained that someone will be assisting her to set this up and that most of the set-up will be over the phone. Alderman Olive stated that he prefers someone from Tyler Technologies come to the City to help with the initial set-up to avoid it dragging out over time. Treasurer Nation stated that the annual maintenance fees do go up yearly. Alderman Driskell stated that she feels timeclocks are needed. Superintendent Mann stated that the Street/Sewer Department has timeclocks now that are currently being utilized. Fire Chief Adermann stated that they do not clock in. Deputy Chief Childers stated that the Police Dept goes on air to have it recorded. Alderman Olive asked if the ExecuTime is tied into the current payroll system and asked if Tyler Technologies has capabilities to add on other things like a swipe card system in the future. The Mayor suggested that someone from Tyler Technologies come to the City to present the system to explain more about it. Alderman Driskell stated that she agrees Tyler Technologies should come to present and that Police/Fire will do their own option due to Departmental needs. Chairman Lanzotti stated that this should be tabled until someone comes to speak.

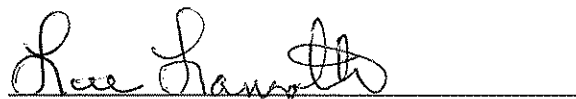
Motion by Alderman Olive and seconded by Alderman Driskell to recommend to the City Council to table the timeclock system. Motion carried 3-0.

Any Other Matters

Chairman Lanzotti asked if there are any other matters to be brought up. No one had anything else to discuss.

Adjournment

Motion by Alderman Olive and seconded by Alderman Driskell to adjourn. Motion carried 3-0. The meeting adjourned at 7:22pm.



Lee Lanzotti  
Personnel Committee Chairman