

Administrative-Personnel Committee Meeting

Monday, April 18, 2016
5:00 p.m.

Members Present: Tom Davies, Orv Damrau, Fred La Rosa
Members Absent: Andrew Timm

Others Present: Dan Mahoney, Karen Swanson, Debbie Sniadajewski, Mark Deaver, Richard Holden, Steve Fritz, Al Tessmann, Anton Anday

1. Mr. Davies called the meeting to order at 5:08 p.m.
2. MINUTES
 - ✓ **Mr. La Rosa moved to approve the minutes of the meeting of February 18, 2015 as printed. Mr. Damrau seconded and the motion carried.**
3. PERSONS WISHING TO ADDRESS THE COMMITTEE

None.
4. VOUCHERS
 - ✓ **Mr. Damrau moved to approve the vouchers as listed. Mr. La Rosa seconded and the motion carried**
5. TRANSFER SUPERVISION OF BUILDING INSPECTOR FROM COMMUNITY DEVELOPMENT TO FIRE DEPARTMENT

Mr. Mahoney referred to Mr. Deaver's memo, copy attached. Mr. Deaver explained the discussions that he has had with the Rhinelander Fire Chief and their use of building inspectors that are also trained fire firefighters and fire inspectors. Mr. Mahoney explained that staffing needs are submitted in writing prior to budget review. Last year, Mr. Deaver verbally discussed his long term perspective for the fire department, i.e. building inspectors becoming fire department employees. Mr. Mahoney mentioned the bi-monthly meetings that have been occurring with himself, the Village President, the Community Development Manager, the Building Inspectors, the Fire Chief and Deputy Fire Chief for the purpose of increased communication because of the inspection crossover. He explained that the first phase of Mr. Deaver's plan is to cross train the current building inspector to help with fire inspections. Mr. Davies mentioned the fire department's current use of electronic inspections, which could then carry over to building inspection.

 - ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. Damrau moved to approve the transfer of the supervision of the Building Inspector from Community Development to the Fire Department. Mr. La Rosa seconded and the motion carried.**
6. REQUEST FOR TEMPORARY HELP IN THE BUILDING INSPECTOR'S OFFICE

Mr. Mahoney referred to his memo, copy attached, requesting temporary help in the Building Inspector's office with the retirement of Mike Bembenek. He explained that advertising for and hiring a replacement could take until the end of June. They have contacted previous employee, John Sullivan, who has kept up his certifications and has agreed to help out. Mr. Mahoney stated that his hours would be capped at 20 hours per week.

 - ✓ **RECOMMENDATION TO VILLAGE BOARD: Mr. La Rosa moved to approve the request for temporary help in the Building Inspector's office not to exceed 20 hours per week. Mr. Damrau seconded and the motion carried.**
7. Mr. La Rosa moved to adjourn at 5:22 pm. Mr. Damrau seconded and the motion carried.

Karen Swanson, Village Clerk