

FINANCE & PERSONNEL COMMITTEE

October 12, 2021

6:30pm

PRESENT: Chairperson Rusniak, Members Fulop, Kohler, Sikora

ALSO PRESENT: City Administrator Volkert, Parks & Rec Director Mike Hermann, City Planner Justin Drew, Fire & Rescue Chief Paul Stephans

Call to Order – Chairperson Rusniak called the meeting to order at 6:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Discussion and consideration of approving the purchase and installation of a 72 niche columbarium from Archie Monument & Stone Co., Inc., for an amount not to exceed \$32,764. – Parks & Rec Director Mike Hermann explained that this is a continuation of a project that began a couple of years ago. There has been an increase in cremation burials, and this columbarium would provide additional space to accommodate those arrangements. The concrete base was already completed at a cost of \$6,750. The project was budgeted at \$35,000, but had a shortfall of \$4,514. The low proposal was from Archie Monument & Stone Co., Inc. The shortfall amount is being requested from the general fund balance.

MOTION by Alderperson Fulop, seconded by Alderperson Sikora to approve the purchase and installation of a 72 niche columbarium from Archie Monument & Stone Co., Inc., for an amount not to exceed \$32,764 and to approve an additional amount of \$4,514 from the general fund balance for the project. MOTION CARRIED UNANIMOUSLY.

Discussion and consideration of adding a part time Clerk/Typist position for Building Inspection and Planning to the Table of Organization. – City Planner Justin Drew explained that the work load for Building Inspection and Planning has steadily increased over the years. There are some tasks that have been de-prioritized because of the higher work load and same number of staff, and inefficiencies have resulted. Adding a part time employee to help keep up with these tasks would solve that problem.

MOTION by Alderperson Kohler, seconded by Alderperson Fulop to approve the addition of a part time Clerk/Typist position for Building Inspection and Planning to the Table of Organization. MOTION CARRIED UNANIMOUSLY.

Discussion and consideration of approving the hiring of a full-time Fire/EMS Administrative Assistant/EMT as proposed in the Fire and EMS 2022 operational budgets. – Chief Stephans explained that the need for this position is being highlighted by the upcoming retirement of the current Fire Inspector. By having this Administrative Assistant/EMT, the administrative work shared by the current employees can be shifted to them, freeing up time for the current Fire Inspector to share knowledge with other employees before retirement. The position would create increased efficiency within the fire department and allow for a smoother transition in succession when future retirements occur. The committee raised concerns about the combined position of administrative assistant and EMT. They were concerned that the administrative side of the position would not have enough focus if the candidate was also to be used as a back-up EMT.

Finance & Personnel Committee (10/12/2021)

MOTION by Alderperson Kohler, seconded by Alderperson Fulop to approve the hiring of a full-time Fire/EMS Administrative Assistant/EMT as proposed in the Fire and EMS 2022 operational budgets. MOTION CARRIED UNANIMOUSLY.

Adjournment – MOTION by Alderperson Sikora, seconded by Alderperson Kohler for adjournment at 6:50 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

FPOCT12.21
Compiled by Samantha Walters, Deputy Clerk