

**PERSONNEL COMMITTEE
TUESDAY, JANUARY 25, 2011, 4:00PM
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Hartz at 4:03 pm.

Roll Call. Present: Aldermen Hartz, Krohn, and Tolar. Alderman Krause arrived at 4:05 pm, and Alderman Mott was absent (excused). Also present: Administrator Jordan, Comptroller Pollitt, Police Chief Rasmussen, and Clerk Reale.

Approval of Minutes of November 23, 2010 committee meeting

Tolar/Krohn motion to approve minutes from the November 23, 2010 committee meeting, as prepared. Unanimously carried.

Comments from the Public limited to 5 minutes None.

Discussion/Recommendation on possible compensation package for former City Assessor

Administrator Jordan reported that staff had calculated the total compensation to which Grace Lininger was entitled, including sick leave benefit and vacation. He noted that any type of severance payment would be a separate issue for the Council to determine. Comptroller Pollitt stated that Ms. Lininger would be entitled to \$4,752.63 in sick leave payments and \$132.00 for ten days of vacation, for a total of \$4,884.63. It was noted that this sort of payout arrangement was how the City typically handled employee terminations. Administrator Jordan stated that Ms. Lininger would most likely collect unemployment benefits for a period and then retire, adding that she would also be offered health insurance benefits under COBRA for up to eighteen months. Alderman Krohn inquired about the cost of COBRA benefits. Comptroller Pollitt responded that monthly payments were approximately \$800.00 for single coverage and \$2,000.00 for family. Ms. Lininger would be responsible for forty percent of the payment if she elected to take COBRA benefits.

Krause/Tolar motion to forward to Council with recommendation to authorize payment to Grace Lininger in the amount of \$4,884.63.

Chief Rasmussen noted that a retiree with twenty or more years of service to the City was eligible to receive City health insurance benefits at fifty percent of the cost until such time that the retiree would become eligible for Medicare. To that point, he asked if that provision would become effective in the event that Ms. Lininger would decide to retire at a future date. Administrator Jordan stated that some type of policy needed to be drawn up and approved by Council to clarify these issues for future personnel situations. It was not clear, however, whether Ms. Lininger was grandfathered under the terms of the old personnel policy. The Committee directed Administrator Jordan to consult with the City Attorney to determine whether or not Ms. Lininger was subject to the provisions of the previous personnel policy.

Motion carried by vote of 4 to 0, with Alderman Mott absent.

Discussion/Recommendation on potential raises for non-represented City staff under Personnel Committee purview

Comptroller Pollitt distributed a proposed schedule of wage adjustments for non-represented City employees, which incorporated a one percent increase retroactive to January 1, 2010. This schedule would provide the same wage adjustment for non-represented employees as had previously been authorized for employees represented by the association.

Chairman Hartz asked about the budgetary implications of the raise proposal. Comptroller Pollitt remarked that if a one percent adjustment was spread across the entire City payroll, the total impact would be approximately \$50,000.00. She stressed that this number represented the maximum impact, as it also included the elected officials and Library employees that would not be receiving adjustments. It was further mentioned that some of the positions on the schedule represented yearly step increases which wouldn't necessarily need to be raised, as the subject employees would already be receiving wage increases. Alderman Krause favored keeping wage rates for part-time seasonal employees steady at 2009 levels; however, he expressed a concern that the rates for election poll workers were not up to minimum wage standards.

The Committee also discussed salary adjustments for the elected positions of Attorney, Treasurer, and Municipal Judge. Alderman Krause suggested that the incumbents in these positions could be given a choice as to whether or not to accept a salary increase. Administrator Jordan noted that the salaries for these positions had been addressed during the budget process. Following discussion, the consensus of the Committee was to keep the salaries for all elected positions at the 2009 level.

In addressing the non-represented full-time employees, the consensus of the Committee was that the one percent adjustment, as presented, was acceptable. There was some additional discussion on the subject of raises for the part-time employees, with some Committee members expressing a preference for keeping certain positions at the 2009 level. Alderman Krause suggested that all part-time employee wages should be kept flat, rather than separating out certain positions. Administrator Jordan recommended that any part-time employee with supervisory duties should be given the one percent adjustment, even if other part-time positions are kept flat. Following discussion, the consensus of the Committee was that wage rates for part-time employees would be maintained at the 2009 level, with the exception of the Parking Supervisor and Assistant Parking Supervisor. Seasonal staff wages would also be maintained at the 2009 level for all positions except poll workers. Staff was directed to determine whether poll workers were required to meet minimum wage standards and to make any necessary wage adjustments accordingly.

The Committee then reviewed an additional wage schedule for non-represented employees subject to the jurisdiction of the Police and Fire Commission. The consensus was to accept a one percent adjustment for full-time police employees and part-time Fire Department staff. It was further recommended to increase the hourly wage for crossing guards to an even \$10.00. Chief Rasmussen stated that he felt it was important to raise the wage for trained reservists, noting that it was often difficult to attract the best applicants for those positions because Lake Geneva reservists were relatively low paid in comparison with other area municipalities. He added that he had been working with the Police and Fire Commission to try to develop a system of step increases for police reservists. Following discussion, the consensus was to accept a one percent increase for trained police reservists.

Comptroller Pollitt noted that the position of Deputy Director for Emergency Government had not been included in the part-time schedule provided to the Committee. The current hourly wage for

the position was approximately \$15.07. The Committee agreed to recommend a one percent increase for this position as well.

Krause/Krohn motion to forward to Finance, License and Regulation Committee with recommendation for approval of the 2010 wage schedule, as amended. Chief Rasmussen noted that the recommendation for the police and fire employees would be taken to the Police and Fire Commission at its February 10, 2011 meeting.

Motion carried by vote of 4 to 0, with Alderman Mott absent.

Closed Session

Tolar/Mott motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for performance evaluation of City Administrator and review of performance evaluation data for City Department Heads by Administrator Jordan. Unanimously carried.

The Committee entered into closed session at 5:00 pm.

Alderman Mott arrived at 5:58pm while the Closed Session was in progress.

Tolar/Krause motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Unanimously carried.

The Committee reconvened in open session at 6:05 pm.

Clerk Reale reported that he had received additional information from the Comptroller on the proposed wage adjustments for non-represented City staff. He distributed copies of a revised matrix, noting that the document previously reviewed by the committee had not included information for the Harbormaster. The 2009 wage rate for the Harbormaster position had been \$18.00 per hour, which would increase to \$18.18 with a one percent adjustment for 2010. A change had also been recommended for election poll workers to bring the wage rate for those individuals into compliance with minimum wage standards. On the schedule of wages for Police employees, Clerk Reale noted that the original schedule had erroneously listed part-time radio dispatch staff and part-time booking officers as having the same wage rate. The updated schedule had corrected those rates and applied the wage adjustments accordingly. Finally, he noted that the Comptroller had recommended making the wage adjustments for the part-time Police employees and poll workers effective January 1, 2011. Following discussion, the consensus expressed by the committee was to accept the changes recommended by the Comptroller and to forward the revised schedule to the next regular meeting of the Finance, License and Regulation Committee.

The 2010 schedule of wages for non-represented City employees, as recommended by the Committee, is hereto attached as "Appendix A" and incorporated into the record of the Committee proceeding.

Krause/Tolar motion to adjourn at 6:09pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**

APPENDIX A

Position	2008 Annual or Hourly Rate	% Inc	Proposed 2009 Rate	Clothing Allowance	Longevity	Total Annual Wage/Salary/ Benefit 2010	1%
Elected Officials:							
Mayor	6,000.00	Per Budget	6000			6,000.00	
Alderspersons	3,500.00	Per Budget	3500			3,500.00	
City Attorney	60,000.00	Per Budget	64000			64,000.00	
Municipal Judge	10,000.00	Per Budget	13500			13,500.00	
City Treasurer	14,000.00	Per Budget	14000			14,000.00	
Full Time Staff:							
City Administrator	\$ 87,757.38	3%	90,390.10			90,390.10	91,294.00
City Clerk		3%	50,000.00			50,000.00	50,500.00
Comptroller			60,000.00			60,000.00	60,600.00
Assessor	48,918.10	3%	50,385.64			50,385.64	
Building & Zoning Administrator	63,333.85	3%	65,233.87			65,233.87	65,886.20
Street Superintendent	55,620.00	3%	57,288.60	600.00	250.00	58,138.60	58,711.49
Part-time Staff:							
Emergency Mgmt Deputy Director						15,682.16	15,838.98
Harbormaster			18.00			18.00	18.18
Parking Supervisor	17.82	3%	18.35			18.35	18.54
Asst. Parking Supervisor			12.00			12.00	12.12
Parking Enforcement Reg.	11.01	3%	11.34			11.34	
Parking Enforcement Year 1	9.55	3%	9.84			9.84	
Parking Enforcement Year 2	9.89	3%	10.19			10.19	
Parking Enforcement Year 3	10.24	3%	10.55			10.55	
Code Enforcement Officer	16.22	3%	16.71			16.71	
Videographer			12.00			12.00	
Poll Workers per day	\$ 95.00	0%	95.00			95.00	102.00
Poll Workers by the hour	7.00	0%	7.00			7.00	7.25
Seasonal Staff:							
Beach Supervisor bi-weekly pay	987.69	3%	1,017.32			1,017.32	
Asst Beach Supervisor bi-weekly pay	939.01	3%	967.18			967.18	
Beach Attendants Year 1	8.73	3%	8.99			8.99	
Beach Attendants Year 2	9.02	3%	9.29			9.29	
Beach Attendants Year 3	9.35	3%	9.63			9.63	
Boat Ramp Attendants	11.33	3%	11.67			11.67	
Riviera Security Guards	11.33	3%	11.67			11.67	
Street Seasonal Year 1	9.28	3%	9.56			9.56	
Street Seasonal Year 2	9.61	3%	9.90			9.90	
Street Seasonal Year 3	9.93	3%	10.23			10.23	

**City of Lake Geneva
Schedule of Wages, Salaries and Benefits for the Non-represented Employees of the Police and Fire**

Position	2009 Annual or Hourly Rate	% Inc	Proposed 2010 Rate	Clothing Allowance	\$75/Mo Swing Shift	Holiday Pay (12 paid days)	Longevity	School Pay	Total Annual Wage/Salary/Benefit
Full Time Staff:									
Police Chief	82,275.23	To Be Approved by PFC	83,097.98	850.00		4,058.06	2,492.94		90,498.98
Assistant Chief	76,384.88	To Be Approved by PFC	77,148.73	850.00		3,767.53	2,314.46		84,080.72
Sergeant - Way	59,654.32	To Be Approved by PFC	60,250.86	850.00	900.00	2,942.33	290.00	523.20	65,756.39
Sergeant - Hall	59,654.32	To Be Approved by PFC	60,250.86	850.00	900.00	2,942.33	290.00	585.60	65,818.79
Sergeant - Open	59,654.32	To Be Approved by PFC	60,250.86	850.00	900.00	2,942.33			64,943.19
Detective Sergeant - Carstensen	59,654.32	To Be Approved by PFC	60,250.86	850.00	900.00	2,942.33	434.00		65,377.19
PD Administrative Assistant	49,891.92	To Be Approved by PFC	50,390.84	375.00		2,460.82	434.00	288.00	53,948.66
PD Communications Supervisor	44,072.78	To Be Approved by PFC	44,513.51	375.00	900.00	2,173.80	434.00	614.40	49,010.71
Part-time Staff:									
Fire Chief	\$ 22,436.63	To Be Approved by PFC	22,661.00						22,661.00
Deputy Fire Chief	4,232.80	To Be Approved by PFC	4,275.13						4,275.13
Assistant Chief	2,388.00	To Be Approved by PFC	2,411.88						2,411.88
PD Reservists - In Training	13.74	To Be Approved by PFC	13.75						13.75
PD Reservists - Trained	15.21	To Be Approved by PFC	15.36						15.36
Crossing Guards	9.84		10.00						10.00
Radio Dispatch	13.74	To Be Approved by PFC	13.75						13.75
Booking Officer	13.13	To Be Approved by PFC	13.26						13.26