

PERSONNEL COMMITTEE MINUTES

THURSDAY, MAY 23, 2013 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik at 4:03 p.m.

Roll Call. Present: Aldermen Hill, Wall, Taggart and Kupsik. Alderman Kehoe arrived at 4:08 p.m. Also in attendance: City Administrator Jordan, Police Chief Rasmussen, Comptroller Pollitt, Library Director Peterson, Police Administrative Secretary Wisniewski, Street Dept. Hansen, Street Dept. Krohn and City Clerk Hawes.

Taggart/Wall motion for approval of Minutes from April 25, 2013 meeting, as distributed. Motion carried 4 to 0, Alderman Kehoe was absent.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on establishing a Paid Time Off (PTO) policy

Administrator Jordan reported he established staff committee to review paid time off (PTO) policy options. As a starting point, he would like the committee to look at reducing the number of sick days. Personnel Committee members agreed that 18 sick days was excessive and it made sense to explore different alternatives.

There was considerable discussion about the process of implementing a PTO policy. Committee members agreed that staff input was important for developing the policy.

Hill/Wall motion to refer the Paid Time Off (PTO) policy to the staff committee. Unanimously carried.

Discussion/Recommendation on Employee Handbook

City Clerk Hawes said he incorporated eight of the Lexipol policies from the Police Department into the draft handbook. He distributed the latest drafts to the Committee members and department heads. Chairman Kupsik suggested the Committee members take some time to review the latest version of the handbook and prepare to make a recommendation at next month's meeting. Police Chief Rasmussen noted the leave time benefits in the draft handbook does not reflect the current policies. Alderman Hill said the benefits in the handbook should reflect the current practices. Chairman Kupsik asked that department heads also review the draft manual as part of their staff committee. Alderman Taggart suggested department heads involve their employees in reviewing the manual. City Clerk Hawes said he would make sure the draft handbook reflects current benefit levels and he will re-distribute it to department heads for staff review.

Discussion/Recommendation on compensation study

Chairman Kupsik said this topic was introduced at the last meeting and the Committee members decided to take some time to think about it. Administrator Jordan said he would like to explore opportunities for cost-sharing with neighboring municipalities that may interested in having compensation studies, such as Delavan and Elkhorn. Mr. Jordan said he could prepare it as a request for the 2014 budget. Chairman Kupsik asked that the city administrator explore whether there are cost sharing opportunities to conduct a compensation study and report back at the next meeting.

Discussion/Recommendation on role of assistant parking enforcement supervisor

Administrator Jordan requested the Committee's input on a wage increase for the assistant parking enforcement supervisor position. Mr. Jordan explained the assistant parking enforcement supervisor has had a noticeable increase in responsibilities since the new parking system has been installed. After considerable discussion, Committee members agreed they would to see job descriptions and performance evaluations at the next meeting prior to making any decisions.

Discussion/Recommendation on wages for temporary staff

Administrator Jordan said he recently met with Comptroller Pollitt to develop some recommendations for adjusting wages for temporary staff. He explained that over the course of time it appeared that wages for some positions became out of line compared to the other positions. There was considerable discussion about the boat launch positions, beach kiosk attendants, beach supervisor positions and temporary street department positions.

Taggart/Hill motion to accept the wage increases as recommended, except for an increase of 5% instead of 3.4% for the beach supervisor and the assistant beach supervisor. Alderman Taggart said the beach supervisory positions have a great deal more experience than the beach attendants and it should be reflected in their pay. Alderman Wall said he disagreed with singling out certain employees for

Closed Session

Wall/Hill 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 review of performance evaluation data for City Department Heads, with Administrator Jordan and City Clerk Hawes present. Unanimously carried.

The Committee entered into Closed Session at 5:30 p.m.

Taggart/Kupsik 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 6:08 p.m.

Discussion of agenda items for next meeting

Alderman Hill suggested the Committee discuss a service recognition reward program at the next meeting. Chairman Kupsik said the handbook, PTO and compensation study will be discussed at the next meeting.

Adjournment

Wall/Taggart motion to adjourn at 6:09 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE