

**PERSONNEL COMMITTEE MINUTES
THURSDAY, MAY 26, 2016 – 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:01 p.m.

Roll Call Present: Alderman Hedlund, Chappell, Horne, Howell and Flower
Also Present: PD Chief Rasmussen, Comptroller Peg Pollitt, Mayor Kupsik, City Administrator Oborn and City Clerk Waswo

Comments from the public limited to 5 minutes - None

Horne/Chappell motion to approve Personnel Committee minutes from May 5, 2016, as prepared and distributed.
Unanimously carried.

Discussion/Recommendation of Increase to Police Department Reserve Pay

Administrator Oborn gave an overview regarding the justification for the increase, referencing the Memo's from both he and Chief Rasmussen that were in the packets. The Wage Study shows a 30% spread and the current pay is below the midpoint. Chief Rasmussen is asking that it is raised from \$16.90 to \$18.16, with the range going all the way up to \$20.53. This will help but long term they will have to look at the whole process. The number of applicants has been decreasing over time. Howell asked if it is within the budget and would it solve the hiring problem. Chief Rasmussen stated no, they are just trying to get through this year and keep the people they have and create some loyalty. They just lost one officer to the Williams Bay area. The Chief also confirmed there is money in the budget as they had budgeted for 15 reserve officers and only have 9. They need more officers but cannot find qualified candidates.

Howell/Chappell moved to approve the recommendation to increase the part time Police Department Reserve Pay to the new range of \$18.16 up to \$20.53. Unanimously carried.

Discussion/Recommendation on Fire Chief Opening including consideration as a Fulltime position

Administrator Oborn gave an update and went over the memo in the packet regarding the resignation of the former Fire Chief on Friday, May 13th, which leaves this position now open. The Police and Fire Commission accepted the resignation at the May 24th meeting. At that time they appointed John Peters as the interim Fire Chief. He is also the Emergency Management Deputy Director on salary with the City. Therefore they will have to discuss his salary for these two positions possibly in closed session. The decision to make it a fulltime position needs to be deferred until a recommendation comes first from the Police and Fire Commission.

Discussion/Recommendation of Compensation Policy

Springstead Compensation Study cost \$15,000.00. As part of the end product, now that we have these pay grades with 6% between grades and 30% within the grade, we have to adopt this policy to increase the salaries and schedule when to do it. The point of contention is that you have your cost of living increases and performance increases. There was extensive discussion on how to implement performance increases along with the cost of living increases. Attorney Draper said the goal is to make it a performance based pay scale and leave the discretion with the department heads as to the individual employee's increases. Draper stated we need to get away from the Union type thinking that when there is an increase everyone gets it. Flower stated that giving Performance raises for just satisfactory performance gives no incentive to do better. Horne did not think the policy presented seems fair as it will give more reward to someone below the Mid Mid-range who is only working at a Satisfactory performance level. Howell stated the importance of making this clear for the employees. Horne brought up the Rack and Stack process. There was much agreement and discussion.

Howell/Chappell motion to recommend the Compensation Policy as it stands. Motion failed as unanimously opposed.

The consensus was to continue the item for further review and give everyone a chance to get up to speed on the policy and what needs to change.

Discussion/Recommendation of Police Department Civilian Employee Handbook

There was discussion on how to balance the Police Department Civilian Employee Handbook with the City Employee Handbook along with keeping the Union in mind. Some items may be able to reference the City handbook as there is no need to have two of the same. The consensus was to continue the item to allow the new alderman a chance to catch up.

Discussion/Recommendation on Director of Public Works & Utility opening including continuing as shared position with the Utility Commission or creating separate Director of Public Works position

Dan Winkler is retiring on September 16th, 2016. His position is currently shared with Utility Commission. The City pays 1/3 and the Utility Commission pays 2/3 of his salary. Currently it is one person doing two jobs. One position is the Director of Public Works, reporting to the City and the other position is the Director of Utility, reporting to the Utility Commission (independent and separate of the City). There is talk right now of reforming the Utility Commission to a Utility Committee that would fall under the City, much like this committee does. Oborn recommended waiting until the potential Utility Commission reform has been finalized through the Council and move forward from there.

Discussion/Recommendation on successor planning for City Comptroller

Peg Pollitt stated she is looking to only work 3 days a week in some capacity whether here with the City or elsewhere. It was asked if the part time HR person is interested in the comptroller position. Pollitt clarified that person is retired and has no intention of moving into Pollitt's position. It was agreed that Pollitt is an asset and should be allowed to work the 3 days a week with the City in some capacity and they should start looking for a full time replacement for the Comptroller position. Oborn will run an advertisement for 45 days to see if any good candidates apply. If none, then at that time they can come back to Personnel and look to an agency for assistance.

Hedlund/Horne motion to direct staff to advertise for the Comptroller position for 30 to 45 days. Unanimously carried.

Closed Session

Hedlund/Chappell motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility concerning Employee Performance Evaluations for:

**Assistant Director of Public Works
Building & Zoning Administrator
Parking Manager**

Roll Call: Chappell, Flower, Horne, Hedlund, Howell voting "yes." Unanimously carried.

Also Present: Administrator Oborn and Mayor Kupsik

Personnel entered into closed session at 5:14 p.m.

Hedlund/Howell motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Roll Call: Chappell, Flower, Horne, Hedlund, Howell voting "yes" to return to open session. Unanimously carried.

Personnel entered into open session at 5:42 pm

Howell/Horne motion to continue at the next Personnel meeting the Closed Session pursuant to Wis. Stat. 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility concerning Employee Performance Evaluations for:

**Assistant Director of Public Works
Building & Zoning Administrator
Parking Manager**

Roll Call: Chappell, Flower, Horne, Hedlund, Howell voting "yes" to return to open session. Unanimously carried.

Horne/Hedlund motion to adjourn at 6:43 pm. Unanimously carried.

/s/ Jackie Gregoles, Building & Zoning Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE