

**PERSONNEL COMMITTEE MINUTES  
THURSDAY, DECEMBER 2, 2015 – 4:00 P.M.  
CITY HALL, POLICE TRAINING ROOM**

Meeting was called to order by Alderman Hedlund at 4:00 p.m.

**Roll Call.** Present: Alderman Hedlund, Chappell, Kupsik, and Hill. Absent (excused): Alderman Wall. Also Present: Mayor Connors, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, and City Attorney Draper.

**Comments from the public limited to 5 minutes.**

Jeff Nethery, President of the Police union, handed out a sheet of 8 comparable municipalities in the area comparing wages. He felt many of the comparables used in the compensation study are not actually comparable to the City of Lake Geneva. He feels the information the committee received is flawed. He noted holiday pay was included in Lake Geneva's wages and not the participating municipalities' wages. Alderman Kupsik questioned if the comparison provided by Mr. Nethery was chosen by population or other criteria. Mr. Nethery replied it was not necessarily based on population. Alderman Hill asked why the City was able to retain Patrolmen when they could apply elsewhere. Mr. Nethery stated it was because they are very tight knit group. He said if wages and benefits are taken away, the City of Lake Geneva will not get quality employees.

**Approval of Personnel Committee minutes for October 22, 2015, as prepared and distributed.**

Kupsik/Chappell motion to approve. Motion carried 4 to 0.

**Discussion/Recommendation on compensation study including pay scale implementation, changes in job titles, and 2016 pay raises.**

City Administrator Oborn explained the first phase of implementation is to assign each position a grade. He met with Department Heads to discuss each position. The Library was left out as they are quite different. Mr. Oborn went through each position, the grade Springsted provided, and what grade he is recommending. Alderman Chappell asked why he feels positions should be bumped up one level. He explained the City of Lake Geneva has greater complexity than other cities with higher population. He is assigning a scale, which is more advantageous to the employee. After time, someone with a lot of experience will be at the midpoint or over based on performance. He is recommending title changes for a number of different positions and does not want to give 2% raises to people who are above the max. Mr. Hedlund questioned the classification of the part-time Fire Chief versus the full-time Comptroller. Mr. Oborn stated the focus should be on the level of responsibility for that position in a grade comparative to other positions. The grade is based on the level of difficulty. Further discussion followed on lowering the Fire Chief grade.

Mayor Connors pointed out a number of positions are still under where the midpoint had been either with the old or new classification. Those positions are the Comptroller, Fire Chief, City Clerk, Street Department Working Foreman, Parking Manager, Financial Analyst and Municipal Court Clerk. He suggested bringing them up halfway to the midpoint in 2016 and the remaining amount added in 2017 to bring them up to the midpoint. Ms. Hill questioned how that would work for the employees under contract. She would prefer the Fire Chief be left at 17 but brought up to the midpoint.

Hill/Kupsik motion to accept the City Administrator's compensation study positions by grade as presented with the Fire Chief remaining at 17 and the other positions of Comptroller, City Clerk, Street Department Working Foreman, Parking Manager, Financial Analyst and Municipal Court Clerk adjusted as noted. Motion carried 4 to 0.

**Discussion/Recommendation of City Hall office moves**

There is a need for an additional office now that the Benefits Clerk position has been created. There is an upstairs Aldermen room, but it is never used. Mr. Oborn suggested moving the Harbormaster and/or the Parking Manager up to that room. He is contemplating moving his office back to where the Parking Manager is now. The consensus was to allow the City Administrator to proceed as he needs to.

**Discussion/Recommendation on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan**

Hedlund/Kupsik motion to send item to Council without recommendation. Motion carried unanimously.

**Discussion/Recommendation on Resolution 15-R59 amending the 2016 Section 125 (FLEX) Plan**  
Hedlund/Hill motion to send item to Council without recommendation. Motion carried unanimously.

**Closed Session**

- a. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of public employee Peg Pollitt including contract review which the governmental body has jurisdiction or exercises responsibility**
  
- b. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session concerning the 2015-2017 Lake Geneva Firefighters' Association Labor Agreement**

Hill/Kupsik motion to go into closed session and allow the Mayor, City Attorney, City Administrator and Comptroller to stay. Roll Call: Alderman Hedlund, Chappell, Kupsik, Hill voted "yes."

Meeting went into Closed Session at 5:05 pm.

**Open Session**

**Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.**

Hill/Kupsik motion to come back to open session.

Roll Call: Alderman Hedlund, Chappell, Kupsik, and Hill voted "yes." Carried unanimously.

Committee returned to open session at 5:24 pm.

- a. Hill/Kupsik motion to recommend adjusting the Comptroller's salary, PTO and health insurance premium and clauses as discussed in closed session.
  
- b. No action taken.

**Adjournment**

Hill/Kupsik motion to adjourn at 5:25 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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