



PERSONNEL COMMITTEE MEETING
THURSDAY, JANUARY 23, 2014 – 4:00PM
CITY HALL, CONFERENCE ROOM 2A

MINUTES

- 1. Meeting called to order by Chairman Kupsik at 4:02pm**
- 2. Roll Call**
Present: Kupsik, Wall, Taggart, Kehoe, Hill
Also Present: Mayor Connors, Treasurer Klein, City Administrator Jordan, Comptroller Pollitt, Director of Public Works Winkler, Clerk Neubeck
- 3. Comments from the public limited to 5 minutes**
None
- 4. Approve December 19, 2013 Meeting Minutes**
Motion #1: Alderman Taggart moved to approve December 19, 2013 Meeting Minutes, Alderman Wall seconded, and the motion passed unanimously.
- 5. Discussion of personnel training**
Chairman Kupsik asked if personnel were given their new employee handbooks and management had set up meetings to discuss it and answer questions from staff.

Administrator Jordan replied he and Comptroller Pollitt had two meetings with department heads, clerical staff, and the Street Department. He added the handbook is a work in progress as many of the policies in it are new to the City.

Alderman Kehoe asked if proper orientation for new staff takes place.

Comptroller Pollitt replied she explains benefits to new employees, gives them handbooks, and ensures they are properly trained by other staff and department heads.

Chairman Kupsik said Comptroller Pollitt does a good job by doing this.

Alderman Hill asked what other training new personnel have received.

Administrator Jordan replied Clerk Neubeck will attend various training seminars by the Wisconsin Municipal Clerks Association, and the new Parking Clerk and Building & Zoning Assistant spend time with their predecessors.

Alderman Hill requested staff take conflict resolution courses especially for front-line employees.

Administrator Jordan replied it has been done in the past but not on an all employee level.

Alderman Hill asked what the probationary period is for employees.

Administrator Jordan replied there are no probationary periods.

6. Discussion/Recommendation of changes to Employee Handbook pertaining to part-time employees, disability insurance, and Organizational Chart

Comptroller Pollitt explained section 502.4 – Disability Insurance is being amended to be in line with the City’s disability insurance. Also, she explained she found an error with how paid time off (PTO) was calculated. In the past, employees were giving sick time, vacation, etc.; however, they now have PTO hours which is a combination of the previous ways to take time off. Part-time employees did not receive sick time, but now the City is giving them PTO in order to take some vacation time. The initial calculation was wrong in the employee handbook, and this change would rectify it.

Clerk Neubeck explained Appendix A of the employee handbook, the organizational chart, should be altered to accommodate the new positions of Parking Operations Supervisor, Deputy-Clerk Treasurer, and Assistant Public Works as well as ensuring titles of various employees are correct and fix the Police Department portion for accuracy.

Chairman Kupsik instructed Clerk Neubeck to work with Administrator Jordan and Chief Rasmussen to ensure the organizational chart is ready for the January 27, 2014 City Council meeting.

Alderman Hill suggested moving the Parking Clerk under the management of the Parking Operations Supervisor due to the high amount of interaction they will have.

Comptroller Pollitt disagreed because the Parking Clerk handles more duties in addition to front desk, and the Parking Clerk should report to her because of the high volume of money the Parking Clerk handles.

Chairman Kupsik said he agreed with Comptroller Pollitt.

Motion #2: Alderman Hill moved to recommend the City Council approve the amended Appendix A of the employee handbook titled organizational Chart, pending changes from Clerk Neubeck, Administrator Jordan, and Chief Rasmussen; Alderman Wall seconded; and the motion passed unanimously.

Motion #3: Alderman Kehoe moved to approve the amended sections 502.4 and 507 of the employee handbook, and Alderman Hill seconded.

Alderman Hill asked if part-time employees receive holiday pay.

Chairman Kupsik replied they do not.

Alderman Hill said if part-time employees are requested to attend after-hours meetings they should be paid.

Comptroller Pollitt said that policy has been in place, but employees are not paid if they attend meetings without being requested.

The motion passed unanimously.

7. Update on Parking Operations Supervisor recruitment

Administrator Jordan said this position is being advertised in the local newspaper and on the City's website. Soon, the position will be advertised on the League of Wisconsin Municipality's website. He added the last day to apply is February 14.

Alderman Hill asked if he has reached out to any recruiters as they typically have databases of individuals with desired qualifications.

Alderman Jordan replied he had not as a fee is often involved for recruiters' services. He said he has spoken with ABT, the company that services the LUKE parking meters, about providing training for the Parking Operations Supervisor.

8. Update and discussion of future Parking Enforcement Operation

Chairman Kupsik asked if the operations will change due to this new position being created.

Administrator Jordan replied not at first.

Alderman Hill said this time of transition is good to keep operations consistent; however, the new Parking Operations Supervisor may have good ideas.

9. Discussion/Recommendation of Assistant Director of Public Works position description and salary range

Administrator Jordan said he has worked with Director Winkler on a salary range and duties, but he said he was concerned with finding a qualified engineer with this pay rate.

Alderman Wall asked if he has looked at what other communities pay similar positions.

Administrator Jordan replied he had, but the position pays toward the lower end of similar communities.

Alderman Kehoe said she likes the idea of having another engineer on staff but understands the difficulty.

Director Winkler said he plans to get an engineer and will advertise in various trade journals.

Alderman Kehoe asked if the Assistant Director will work on utility projects.

Director Winkler said that is up to the Utility Commission.

Alderman Hill voiced her displeasure of paying both a Director of Public Works as well as an Assistant. She asked if the position necessitates having a Bachelor's degree.

Director Winkler replied the engineering degree will be very helpful in overseeing and managing various projects as well as running Street Department operations.

Alderman Hill asked if the City needs two engineers on staff when Director Winkler retires.

Director Winkler said that would be a good idea as it would enhance the effectiveness of City operations.

Chairman Kupsik said the position of Assistant Director of Public Works can be removed when Director Winkler retires, and the Assistant Director steps up to fill that role. He added it would save on paying an outside engineering firm as much.

Mayor Connors said other municipalities in Wisconsin advertising similar positions leave the qualifications and pay vaguer and suggested the City do the same.

Alderman Hill asked what the timeline would be in hiring an Assistant Director.

Administrator Jordan replied the City will begin advertising the position once the Council approves doing so.

Alderman Hill said she does not want to move fast with this issue.

Mayor Connors said Director Winkler and Administrator Jordan will oversee the recruitment. He added the Street Department is in working order and congratulated the Department on their hard work and dedication with plowing operations.

Administrator Jordan added having an Assistant Director would be better sooner as the Street Department needs a definite leader, and Director Winkler cannot directly run Street operations as well as everything else.

Motion #4: Chairman Kupsik moved to recommend the City Council advertise for the position of Assistant Director of Public Works, pending job description review, with changes being brought to the next Personnel Committee meeting, and Alderman Wall seconded.

Alderman Wall suggested staff do further salary research as he does not want the position to be over or under paid.

The motion passed 4-1 with Alderman Hill voting no.

10. Discussion/Recommendation of Deputy Clerk-Treasurer position description

Clerk Neubeck explained he made the job description by merging the existing Deputy Clerk job description with an Ordinance creating the position. He added the Ordinance gives specific duties to the Deputy Clerk-Treasurer that other employees such as the Comptroller are already doing.

Comptroller Pollitt explained she does many of those duties as the Treasurer position was elected which meant the individual in that position may not have had the qualifications and experience to do such things. The Ordinance creating this position was done to ensure the City had qualified people doing technical tasks.

Administrator Jordan added a referendum was passed to create the Ordinance amending the City's Charter to create this position.

Alderman Hill said she is concerned with the complexity of tasks for this position as she felt the person holding the position would be overwhelmed.

Chairman Kupsik instructed Clerk Neubeck and Comptroller Pollitt to work on the job description further.

Administrator Jordan said if certain duties are assigned by the Ordinance creating position change, another Ordinance may have to be enacted to grant them to someone else.

Motion #5: Alderman Wall moved to postpone this agenda item to the next Personnel Committee meeting, Alderman Hill seconded, and the motion passed unanimously.

11. Adjourn

Motion #6: Alderman Hill moved to adjourn, Alderman Wall seconded, and the motion passed unanimously.

The meeting adjourned at 5:13pm.

Tim Neubeck, City Clerk

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