

**PERSONNEL COMMITTEE MINUTES
THURSDAY, JANUARY 26, 2017 – 4:00 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:05 p.m.

Roll Call. Present: Aldermen Hedlund, Horne, Flower, Howell. Absent: Aldermen Chappell. Also Present: Mayor Kupsik, City Administrator Oborn, and City Clerk Waswo. Public Present: Chris Schultz.

Comments from the public limited to 5 minutes, limited to items on this agenda
None.

Approve the Personnel Committee minutes from October 27, 2016 as prepared and distributed
Horne/Howell motion to approve. Motion carried unanimously.

Discussion/Recommendation/Action on filling Building & Zoning Administrator Vacancy and modifying duties
Mr. Oborn noted the ad is already on the City's website, the league's website, as well various local papers. There has been discussion of modifying the position to include economic development. Alderman Flower questioned if the City's current economic development process is more reactive than proactive. Mr. Oborn said it is. Mr. Oborn said he doesn't recommend it, but is presenting it. Mr. Hedlund doesn't feel there is enough going on to justify two full-time positions. Ms. Flower feels the City could use some help recruiting businesses that will thrive in the downtown. Mr. Oborn said the City works with the BID and the economic development corporation with regard to that. Ms. Flower recommended making an adjustment to the duties and advertise it as such.
Flower/Horne motion to fill the Building & Zoning Administrator vacancy and to add economic development to the duties in the advertisements. Motion carried unanimously.

Discussion/Recommendation/Action on filling City Hall Counter Clerk (Parking) Vacancy
Hedlund/Flower motion to instruct staff to fill the position of City Hall Counter Clerk (Parking). Motion carried unanimously.

Discussion/Recommendation on revisiting the Employee Compensation Policy including calculation of performance rate adjustments for employees above the mid-range in the pay scale – *item discussed out of order*
Mr. Oborn is looking for ways to make it not so far between the people below mid and above mid. He is requesting a onetime adjustment in a lump sum payment. He was leaning toward \$250.00. He noted it would only be for employees who have been here for over two years and are above the mid but not the max. Mayor Kupsik questioned if the bonus is because the compensation plan had flaws in it. Mr. Hedlund feels they overshot the runway a little bit. Ms. Flower questioned if the policy got the employees below mid up to the mid. Mr. Hedlund said he doesn't think everyone will ever be above mid because of turnover. Mayor Kupsik said he feels this will have to be done every year. Mr. Oborn recommends focusing on increasing the scale because of inflation so there won't be so many people in the maximum or eliminate the maximum. Mr. Hedlund said instead of 50% less than max for someone over the mid, 75% would bring it closer. He would like to see 75% because it is a round number but feels it may need to be revisited again.

Hedlund/Horne motion to change the performance rate adjustment for employees above the mid range pay scale from 50% to 75%.

Mr. Horne said this doesn't fix the issue of paying people based on their performance. He feels it is rewarding people with average performance and penalizing people who have great performance. Mr. Oborn said with people he has authority to hire, they will be hired between minimum and mid.
Motion carried 3 to 1 with Alderman Flower voting "no".

Discussion/Update/Recommendation on Employee Compensation Policy with 2017 Merit Increase process and possible special 2017 Adjustment- *item discussed out of order*

Mr. Hedlund said this would be to make it up to those employees above mid level who we inadvertently set the bar too high for. The administrator would like to give a onetime \$250.00 pay adjustment for employees who have been with the City for more than 2 years and are above the mid level on the pay structure but not above the maximum. The disparity between the 1.2% and 1.5% is about \$150 for the average salary. The disparity between 1.2% and 2% was about \$400, so this is in the middle. He feels this shows goodwill as well. Horne/Flower motion to approve the recommendation by the City Administrator for the onetime payment amount of \$250.00. There was discussion on issues with Public Works employees' holiday pay.

Mr. Horne withdrew his motion.

Hedlund/Flower motion to approve a \$250 onetime adjustment to employees who have been with the City more than 2 years who are above mid but below max in their pay scale as well as a \$100 per day holiday pay adjustment for Public Works employees who worked Christmas Day or New Year's Day who did not get time and a half compensation. Motion carried unanimously.

Discussion/Update/Recommendation on Employee Health Benefits costs and alternative plan options

Mr. Oborn explained the City is currently PPO with Sisco. He gave a number of options that the City could switch to. He would share the information he presented with the employees. He is going to look at going to a more advantageous HMO, a narrower network, and the State plan. Mr. Hedlund requested this agenda item be on each meeting.

Discussion/Recommendation on revised Pay Scale Grades Resolutions for Full-time and Part-time Non-represented Employees

Mr. Oborn said they had done some adjustments with certain positions and this is a cleanup item. There was discussion regarding promotion within the City.

Hedlund/Horne motion to recommend the information Mr. Oborn presented including the change of the asterisk to the PD Communications Supervisor go to Council for approval. Motion carried unanimously.

Discussion/Action on Personnel Committee Meeting times

Mr. Hedlund stated the meeting will be the first Tuesday of the month at 4:30pm. The committee decided to meet next on March 7th at 4:30pm. There will tentatively be a special meeting on the 14th of February.

Closed Session

Hedlund/Flower motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for City Clerk Annual Performance Evaluation to include the Mayor and City Administrator

Roll Call: Flower, Hedlund, Horne, Howell voting "yes". Motion carries 4 to 0.

Meeting went into closed session at 5:40pm.

Open Session

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

Meeting went into open session at 5:50pm.

Howell/Horne motion to proceed as discussed in closed session. Motion carried unanimously.

Adjourn

Horne/Flower motion to adjourn at 5:50pm. Motion carried 4 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE