

**PERSONNEL COMMITTEE MINUTES
THURSDAY, FEBRUARY 25, 2016 – 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

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

Roll Call. Present: Alderman Hedlund, Hill, Chappell, Wall and Kupsik. Also Present: City Administrator Oborn, City Clerk Waswo, and Parking Manager Mullally.

Comments from the public limited to 5 minutes. None.

Kupsik/Chappell motion to approve Personnel Committee minutes for January 28, 2016, as prepared and distributed. Motion carried unanimously.

Discussion/Recommendation on establishing an employee evaluation process including Department Heads, City Administrator, City Attorney, Municipal Judge, Director of Public Works/Utilities, Police Chief and Fire Chief
City Administrator Oborn stated he sent an email out to all Department Heads mandating that evaluations are completed by March 31st. The regular staff will be reviewed by their supervisor. Since we have some autonomous or semi-autonomous commissions in the City, it makes it a little more challenging. We are also unique in that we have elected officials that are Department Heads. Mr. Oborn explained the regular Department Heads, which would be the City Clerk, Comptroller, Harbormaster, Parking Manger and Building & Zoning Administrator, are positions clearly under the City Administrator. His recommendation would be to allow the initial review with them and then hold a meeting to go over it with the Personnel Committee and Mayor for input. It would be the committee's discretion if they would like to include the staff member in said meeting. Ms. Hill would like them included and feels Department Heads should be given an opportunity to speak to their evaluation.

Mr. Oborn recommended the Mayor initially complete the review for the City Administrator position and then with the Personnel Committee to discuss and finalize. Mr. Oborn noted in regard to the City Attorney and Municipal Judge on the County level, the elected officials voluntarily allow themselves to get an evaluation and then negotiate. His assumption is no evaluation, no compensation increase. Ms. Chappell asked what will be done in regard to other elected officials. Mr. Oborn explained Alderman would only get a cost of living raise when an Ordinance is approved; however, it would not take effect until the next term because they can't raise their own wages. There was discussion on salaries and evaluations for elected officials. Mr. Hedlund felt a review isn't necessary for the City Attorney and Municipal Judge. Mr. Oborn would like to keep the salary competitive. As these positions were put in a grade, the easiest way would be to give cost of living adjustments every time the staff got a raise. Mr. Kupsik added it would need to be discussed during budget time.

Mr. Oborn discussed the Director of Public Works/Utilities position. It is a position that could be divided out. He estimated that 1/3 of this position's time is related to Public Works and parks. His recommendation is to evaluate him for his Public Works position as he doesn't have any authority over his Utility component. There is no control over his wages as long as there is a separate Utility Commission. An ordinance is still being worked on. Mr. Hedlund questioned if the Utility Commission decides on a raise, if the City has to come up with a 1/3 of the increase. Mr. Oborn said yes. If it were to get too expensive, we can replace that position ourselves. Mr. Kupsik noted at some point the City will need to hire someone to be the Public Works Director. Ms. Hill added she doesn't know how the Utility Commission will justify how they pay for a Public Works Director with the water rate increase. Mr. Oborn explained in the short term, he recommends evaluating Mr. Winkler and then bringing him to Personnel as he would with any other Department Head for his Public Works duties.

It was noted the Police and Fire Commission would have to do evaluations as there would not be any pay increases without them. The City still has an administrative obligation to the PFC. They can do the day to day operation, but when you get into evaluation and personnel matters they can't be the "prosecutor" as they are already the "judge". The City also controls all of their financing. The committee doesn't have direct review but they have salaried review. The non-union Dispatchers would be evaluated like everyone else by the Lieutenant.

Hill/Chappell motion to instruct staff to move forward with establishing an employee evaluation process as outlined by the memo from the City Administrator on February 24, 2016 to include the Administrator evaluating all Department Heads and bringing them back to the Personnel Committee, the Mayor evaluating the City Administrator with review to the Personnel Committee, exempting the City Attorney and Municipal Judge from performance evaluations as they will be cost of living adjustments only, the Administrator will perform the Public Works evaluation for that portion of the job, and PFC still remains over the Chief but encourage evaluations. Motion carried unanimously.

Discussion/Recommendation on classification, compensation and performance policy

Ms. Chappell questioned how the evaluation carries over into the grade and compensation. Mr. Oborn stated typically what most cities do is use a score system. Ms. Hill explained she is aware that the City's personnel is its best asset. This is a total departure from what they are used to. She questions if it will be successful to just force this and if it will upset a lot of employees. They are going down the right path but would like to be very careful about pulling the trigger on an entirely performance based compensation package. Mr. Kupsik feels a ground rule needs to be set regarding how the City will compensate its employees. Mr. Hedlund noted it was his understanding that if the City was going to do a cost of living adjustment as well as a performance incentive, everyone across the board would get the cost of living adjustment. The evaluation would go above and beyond the cost of living adjustment. Mr. Oborn said the managers would set the goals and objectives. He recommends second review as he would like to be included in the process. The County does not go out of their way to publish everyone's wages. It can be done as a public record. The consensus was to continue to implement and develop this.

Discussion/Recommendation on assignment changes for Parking Manager and Harbormaster regarding beach seasonal

Mr. Oborn explained this would be taking a function out of the Harbormaster's position, the beach, and giving it to the Parking Manager. The Beach Attendants and the two Leads would be moved from under the Harbormaster to under the Parking Manager. The beach does not have a lot of supervision right now but they already use the kiosks for payment. Ms. Hill asked if these individuals would be cross-trained. Mr. Oborn said he hopes it will lead to that.

Hill/Kupsik motion to recommend moving oversight of the beach seasonal employees from the Harbormaster to the Parking Manager. Unanimously carried.

Discussion/Recommendation on updating organizational chart

Mr. Oborn noted the organizational chart was changed to show the Beach Seasonals under the Parking Manger rather than under the Harbormaster. There were a number of job title changes but they were all in the resolutions that were already done. The Seasonal Office Assistant position was added as well. It is in the budget.

Hill/Chappell motion to recommend updating the organizational chart as presented.

Mr. Kupsik questioned how difficult it would be to put the boat ramp under a machine rather than a person collecting money. Mr. Oborn said giving out change would be a problem. The DNR caps on what can be charged for boat launch fees, and if we don't have an Attendant present, it is a lower rate. Motion carried unanimously.

Wall/Hill motion to adjourn at 4:50pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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