

**PERSONNEL COMMITTEE MINUTES
TUESDAY, MAY 2, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:30 p.m.

Roll Call. Present: Aldermen Hedlund, Halverson, Howell, Straube, Flower. Also Present: City Administrator Oborn, Police Chief Rasmussen, Utility Office Manager Busch, Director of Utilities Gajewski.

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

Approve the Personnel Committee minutes from April 4, 2017 as prepared and distributed
Howell/Halverson motion to approve. Unanimously carried.

Discussion/Action/Recommendation on creating Lead Booking Officer Position or allowance to adjust pay for Booking Officer above midpoint in pay scale

Mr. Oborn stated the pay scale that the Booking Officers are currently on goes over mid at \$16.21. He has the authority to hire between the minimum and the midpoint. Police Chief Rasmussen is requesting the position be changed to \$17.00 per hour. Mr. Oborn asked for the authorization to go above the midpoint or create a new position at a grade 4.

Howell/Halverson motion to approve the creation of the Lead Booking Officer position with a pay grade of 4.

Mr. Howell questioned if there has been a lead position in the past. Mr. Oborn answered no. Mr. Howell questioned if this position will have more duties or if it is being graded for this particular instance. Mr. Oborn said this person will have more duties than the other Booking Officers. Chief Rasmussen stated Booking Officers help out with parades but mostly work Fridays and Saturdays. Mr. Howell questioned if the position will remain when this specific person leaves. Mr. Oborn answered that will be evaluated at the time. This person is expected to work for the City for quite some time. It was noted this is a part-time position and works from Memorial Day to Labor Day. Motion carried unanimously.

Discussion/Recommendation to hire an additional Police Officer

Howell/Halverson motion to approve. Mr. Howell noted the Chief stated there has been trouble finding Police Officers among other staffing issues. He questioned if this Officer is needed. Chief Rasmussen stated this Officer is needed as a full-time officer has been on injury since May of last year. The injury leave is expected to go through the end of the year. There is an Officer retiring in January, so this would be a temporary position until that officer retires. Mr. Howell stated that Officer would not be replaced necessarily then. Chief Rasmussen said that was correct. Mr. Oborn noted the injured Officer is on light duty. Motion carried unanimously.

Discussion/Recommendation on Police & Fire Commission request to reevaluate Administrative Lieutenant Position

Mr. Oborn stated this was discussed in closed session but he was not included. He was unsure of the justification for the reevaluation. The Police & Fire Commission's recommendation was to use the same company who did the wage study. The wage for the Lieutenant was above what was recommended by said company. The City did not end up with a good relationship with that company either, and has no intentions of using them again. Whoever made the motion must not have been aware of that. Mr. Oborn recommends asking for more clarification from the Police & Fire Commission before proceeding. Mr. Hedlund stated the company did a less than adequate job in the past and was 18 months to 2 years late in delivering the final product. They handed raw data to the City Administrator and told him to do it. Chief Rasmussen noted the job descriptions do show differing duties among the Lieutenants. No action was taken on this item.

Discussion/Update on Employee Health Benefits costs and programs

Mr. Oborn explained costs have gone up a tiny bit, but the linear is still going down. He brought the new committee members up to date on the health benefits and costs.

Discussion/Recommendation on Aurora Clinic for City Employees

Mr. Oborn noted clinics drive down the costs for self insured employers. The Physician's Assistant that works with the school district does not have time to take on the City's employees. The facility has been offered for free and goes through

Aurora, which is where the majority of employees already go. Mr. Oborn continued that the City would like more days. The program calls for a minimum of 8 hours. It is not worth it to them to set up a Physician's Assistant for 2 days a week. They did offer the possibility of using an office at their Aurora Clinic. If this service was heavily utilized it would be a savings, if not it is just a sunk cost. The school district does 4 days at 20 hours a week. The City has 1/3 of the people on the plan as the school district does. This person would be able to promote the wellness program and help with that. Mr. Hedlund recommended the City Administrator continue to work on this.

Discussion/Action/Recommendation on the creation of the Comptroller's Office Financial Analyst position and possible transition of Utility Commission Assistant Office Manager/Bookkeeper to the position

The City passed an ordinance which will move the finance functions from the Utility Commission to the City as of January 1, 2018. They will continue to do the utility billing but the payables and payroll will come to the City. The organizational chart was just approved. Mr. Oborn would like a deadline of whether the current employee will come over as of the middle of July. There was discussion on the differing accounting systems used by the City and Utility Commission.

Discussion/Action/Recommendation on the transition of Public Works administrative functions from the Utility Commission to City Hall

There used to be a Director of Public Works & Utilities. When he retired, it was filled as two different positions. We plan on taking in the Public Works functions. The City pays 10% of the Utility Commission Office Manager's salary as that is the amount of time she spends on Public Works related duties. Ald. Flower questioned which departments or positions would be taking on these functions. Mr. Oborn said he would have to delegate it where it made the most sense.

Discussion/Recommendation on Organization Chart Revision

Mr. Oborn presented the organization chart showing the Comptroller's Office Financial Analyst position and Police Department's Lead Booking Officer.

Hedlund/Flower motion to send the organization chart to FLR.

Ald. Flower noted the Lead Booking Officer needed to be above the other Booking Officers on the organization chart. Motion carried unanimously.

Action on future agenda items and meeting date

The commission will meet on the first Tuesday in June at 4:30pm. Ald. Flower would like to discuss a Parks and Recreation Director.

Adjourn

Howell/Halverson motion to adjourn at 5:38pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE