

SPECIAL PERSONNEL COMMITTEE MINUTES

THURSDAY, JUNE 18, 2015 – 5:00 P.M.

CITY HALL, MEETING ROOM 2A

Meeting was called to order by Alderman Hedlund at 5:00 p.m.

Roll Call. Alderman Hedlund, Chappell, Kupsik, Hill, Wall. Also Present: Mayor Connors (arrived at 5:03pm), Alderman Howell, City Administrator Oborn, Comptroller Pollitt, Chief Rasmussen, Lt. Gritzner and City Clerk Waswo. Other in Attendance: Chris Schultz, Lake Geneva Regional News

Comments from the public limited to 5 minutes. None.

Approval of Personnel Committee minutes for May 5, May 28, and June 4, 2015, as prepared and distributed. Wall/Chappell motion to approve. Unanimously carried.

Discussion/Recommendation on Compensation and Classification Study

City Administrator Oborn stated the committee needs to determine which pay scale option to use. He recommended using the salary survey averages less employee insurance contributions as employees do not have a premium insurance deduction. He explained the wage scale along with incorporating cost of living increases in the future. Alderman Hill questioned if the committee wanted to take the study as the bible. Mr. Oborn stated the next step would be speaking with Department Heads to determine if their positions meet the grade recommended and he would come back to Personnel with that information. Ms. Hill asked if the compensation study and the insurance have to be tied together. Mr. Oborn stated it is up to the committee. They could go with the lower scale, and in the future, if they decide to implement an insurance contribution, they could always adjust the scale. Alderman Chappell asked when the performance evaluations would start. Mr. Oborn stated the following year would be the performance evaluations; right now they are just discussing the wage scales. Certain classifications are over the midpoint and some are under. He stated they will evaluate the wages and if some are high, those would be redlined. The redlined wages would only receive cost of living adjustments.

Hill/Chappell motion to instruct the City Administrator to assess the employee pool based on the salary survey averages less employee insurance contributions. Unanimously carried.

Discussion/Recommendation on Wage Raises for Part-Time Employees

City Administrator Oborn explained the positions with the 1.5% increases in the 2015 budget. There was discussion on the wages and positions in the parking department. As the Parking Manager has been with the City for a year, they would like to re-evaluate the department. Alderman Hill questioned when the last time beach personnel received raises. Comptroller Pollitt stated two years ago. Mr. Oborn said the beach and street department seasonal receive raises with their step increases. Ms. Hill questioned why the raises are not across the board and why not include seasonal part-time when they have not had a raise within the last two years. Ms. Pollitt stated these positions normally do not stay more than 4 years. Employees work 3 or 4 years and receive the step increase but then leave after graduation. Ms. Hill stated she would like all the permanent part-time employees to get increases, specifically the first year PD reserves. Chief Rasmussen stated they started step increases two years ago where the PD reserves receive one dollar an hour increase upon return the second year. He is looking at revamping their part-time officer wage scale and noted it's easier for his department to do this during budget time. Ms. Hill stated they do not have the mechanism to say positions are overpaid at this point and feels they have to give across the board raises. She assumed the 1.5% raises were for all city employees. Ms. Pollitt stated the full-time employees are budgeted with specific line items. Part-time positions are different as they do not know how many people will be hired each year, they go off of history. Alderman Kupsik stated they started a precedence of going across the board and backing out of it now does not leave Personnel in a good position. Mr. Kupsik noted these positions were not in the wage study. Alderman Chappell said in

fairness we can say 1.5% increase across the board but not all the positions were budgeted for an increase and questioned if they had enough for an across the board increase. Mr. Oborn stated they do an estimate the hours and stated Department Heads could do a few less hours to make it work with the budget.

Hill/Chappell motion to proceed with 1.5% across the board increase on all permanent part-time staff excluding the Chief Inspector Poll Workers, Poll Workers, Videographer, vacant Assistant Parking Manger and new hire Code Enforcement Officer, effective June 29, 2015. Unanimously carried.

Discussion/Recommendation on Employee Health Benefits

Comptroller Pollitt explained the Stop Loss insurance renewal, which is the reinsurance over the \$40,000 that the City pays. They met with Matthew Chadwick who took the City out to bid for the renewal. She stated as the City had a bad year last year, 6 companies refused to even bid on the City. They currently use Gerber Life, which is the only company that gave a competitive bid. There is a change as the current plan only includes medical claims, whereas the new plan will include a prescription plan. She explained how the company lasers people based on their exposure. Mr. Kupsik asked if money was taken from contingency that had to cover the people who were lasered last year. Ms. Pollitt stated they did not as their revenues were over budget. Alderman Hill questioned if they use a rolling average of claims when doing the budget. Ms. Pollitt stated they usually look back at least 3 years. She stated the Stop Loss has increased due to trending, adding the prescription drug coverage and from a couple high claims that were lasered. Alderman Kupsik questioned what percentage of the budget is healthcare. Ms. Pollitt stated around 20%.

Kupsik/Hill motion to recommend alternate one for approval. Unanimously carried.

Adjournment

Hill/Wall motion to adjourn at 6:10 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE