

**PERSONNEL COMMITTEE MINUTES
THURSDAY, JUNE 30, 2016 – 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:04 p.m.

Roll Call. Present: Aldermen Hedlund, Howell, Chappell, Flower and Horne. Also Present: Mayor Kupsik, City Administrator Oborn, City Clerk Waswo, Police Chief Rasmussen and Parking Manager Mullally.

Comments from the public limited to 5 minutes. None.

Howell/Horne motion to approve the Special Personnel Committee minutes for May 26, 2016, as prepared and distributed. Motion carried unanimously.

Discussion/Recommendation of Police Department Civilian Employee Handbook

Mr. Oborn gave a brief explanation of all the sections in the Police Department Civilian Employee Handbook.

Chappell/Flower motion to approve the Police Department Civilian Employee Handbook as amended and take to PFC and Council. Motion carried unanimously.

Discussion/Recommendation on revised 2016 Part-time Staff Pay Resolution

Mr. Oborn wanted to update the resolution for part-time employees. He added in the pay grade and wage scale. He stated ultimately what will happen is the minimum or maximum and the pay grade in the future for each classification. We will get out of the practice of having the previous salary listed.

Horne/Howell motion to approve as presented. Horne/Howell motion to amend to include minimum to midpoint being negotiable by City Administrator with review by City Attorney. Motion carried unanimously.

Discussion/Recommendation on revised Organizational Chart

City Administrator Oborn explained the only change was adding the part-time/Reserve Officers to the chart. He noted it won't be brought to Council as it was just for clarification, but wanted to make everyone aware of the change. No action was needed.

Discussion/Recommendation on Comptroller Job Description

Mr. Oborn noted the advertisement is titled Comptroller (Finance Officer) so people would know what the job is. The key areas are a Bachelor's Degree in Accounting or Finance or related field. CPA or GFOA certification is preferred but not required. Prior supervisory experience is preferred but not required. The current Comptroller will be leaving in late fall. Mr. Oborn will ask her to submit a resignation before the position is filled so we don't end up with two employees. She would like to work part-time after that. Alderman Chappell asked if we are head hunting. Mr. Oborn stated we are going to put it out there first and see who we can get before we spend money on a head hunter.

Howell/Horne motion to approve as presented. Motion carried unanimously.

Discussion/Recommendation on City Administrator ICMA Conference

Chappell/Howell motion to approve. Motion carried unanimously. Mayor Kupsik asked if there is a cost involved. Mr. Oborn stated there is and it is budgeted. It will be held in Kansas City. It is about \$150 for 4 nights and the airfare was \$49.

Discussion/Recommendation of Compensation Policy

Mr. Oborn noted on May 11th Springstead presented the study. The first time they did the study they did not look at our benefits and our benefits are better than other municipalities. They came back with 2 wage plans. One was 4% lower for comp benefits, so the City needed to decide whether the employees were going to pay into the health benefit. The Council implemented the lower amount in January. Mr. Oborn stated a lot of adjustments had been done as there were people who were below the minimum. We are trying to do the policy where we maintain competitive pay structure with a performance based component. On July 13th a pay grade was adopted that was 4% below the wage scale, recognizing that employees don't pay for health benefits. Alderman Flower asked if before this was implemented employees were all just

receiving across the board increases. Alderman Hedlund stated that was correct. Mayor Kupsik asked if employee contribution into the health plan was part of this compensation study. Mr. Oborn stated it is. The City implemented 4% lower than what they recommended because they took into consideration the value of not having to pay the employee portion of the health benefits. He noted employees do pay if they fail the wellness portion of the plan. All employees are assigned to ranges and future pay increases would be based upon merit. He explained the cost of living increase is really an adjustment to the pay scale. If we don't adjust our pay scale, all of the employees will end up at the max. The scale should be periodically raised, but that doesn't necessarily transfer into a wage increase to the employee. The employee only gets the wage increase based off of the performance formula that is decided upon. Mr. Oborn presented a number of options to the committee and recommended bringing in a consultant to walk this through in great detail. Ms. Flower asked what happens when someone is at the max. Mr. Horne answered they would be given a performance bonus. Mr. Oborn said they couldn't be moved up to another range without approval. Mr. Horne stated he feels people above the mid range are being penalized. There was discussion as to what was the preferred option. Ms. Flower wondered if it would make sense to apply it differently to people at the top of the pay scale. Mayor Kupsik stated the whole point of this is to get everyone on a competitive scale.

Howell/Horne motion to adopt option #2 and to include the 2 options giving the City Administrator authority to hire and promote. Motion carried 4 to 1 with Alderman Flower voting "no."

Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility concerning Employee Performance Evaluation for:

- 1) Assistant Director of Public Works**
- 2) Building & Zoning Administrator**
- 3) Parking Manager**

Howell/Horne motion to go into closed session including the Mayor and City Administrator.

Roll Call: Hedlund, Howell, Flower, Chappell, Horne voted "yes." Unanimously carried to go into closed session at 5:47 pm.

Open Session

Howell/Horne Motion to return to open session pursuant to Wisconsin Statutes 19.85(1) and take action on any items discussed in closed session.

Roll Call: Howell, Horne, Chappell, Flower, Hedlund voted "yes." Unanimously carried.

Committee returned to open session at 5:59 pm.

No action taken on closed session items.

Adjourn

Howell/Horne motion to adjourn at 6:00 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE