

**SPECIAL PERSONNEL COMMITTEE MINUTES
TUESDAY, SEPTEMBER 5, 2017 – 4:30 PM
CONFERENCE ROOM 2A, CITY HALL**

Meeting was called to order by Alderman Hedlund at 4:34 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell, Flower. Also Present: City Administrator, Blaine Oborn, Parking Manager Mullally, and Mayor Kupsik (arrived at 5:00 p.m.). Absent: Ald. Straube

Comments from the public limited to 5 minutes, limited to items on this agenda.

Mary Jo Fesenmaier, 1085 S Lake Shore Drive. She would like to know if the city is combining financial systems as well as departments or will they be separate. She would also like more documentation on the pros and cons, various models regarding the Recreational Director and explanation of what's broken with the model in the first place.

Parking Manager Mullally request a review of her position and consideration for bringing her up to grade 13. Ald. Hedlund request it be put on next month's agenda.

4. Approve the Special Personnel Committee minutes from August 9, 2017, as prepared and distributed

Howell/Halverson to approve. Motion carries 4-0.

5. Discussion/Recommendation on expanding Recreation Services and Coordination with other interests including the YMCA and Lake Geneva Schools via: Expanding the Municipal Recreation Model with the creation of Recreation Director Position OR Advocating for the School Recreation District Model

City Administrator, Oborn shared various neighboring models of recreational program structures. Ald. Flowers stated there's a general sense of competition for use or renting of the fields and would like the city to have more control on the management to ensure the parks are open to all. Oborn stated if we were to move to the school district model the recreational programs would be governed by the school district, and they would be responsible for hiring a recreational director. Ald. Hedlund mentioned that if it's a municipal initiative then it would have to be on the city budget, and would need to happen soon. Ald. Hedlund directed City Administrator, Oborn to reach out to the school district to confirm their interest regarding a school district recreation model.

6. Discussion/Recommendation/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018 and filling the new Comptroller's Office Financial Analyst position

City Administrator, Oborn decided not to do the transfer with risk to downgrade or eliminate the position. Creates the position here and discussed planning the hire before January 1st more likely February or March.

Flower motion to approve to look to hire a person new Comptroller's Office Financial Analyst position, second by Howell. Motion carries 4-0

Flowers asked how we are planning to hire someone. City Administrator Oborn, said through advertisement. Blain would use as succession planning, and he's looking to promote up.

7. Discussion/Recommendation on revised Resolution 17-R53 for 2017 Non-Represented Full and Part-Time City Employees Pay Scale Grades to incorporate recent changes

City Administrator said these have all been proposed and discussed, and the he's just trying to make org chart match the resolutions. He might add or change position for next year.

Flower motion to approve **Resolution 17-R53** for 2017 Non-Represented Full and Part-Time City Employees Pay Scale Grades to incorporate recent changes, Halveson seconds. Motion carries 4-0.

8. Discussion/Recommendation on Compensation Policy Employee Pay Grade Scale Cost-of-Living Adjustment Increase of 2% effective January 1, 2018

Ald. Hedlund explained how everything is taken up by 2% to avoid compression of the pay scales. Doesn't change rate of pay. Halverson motion to approve, Flowers second motion. Motion carries 4-0.

9. Discussion/Recommendation on Employee Health Benefits costs and programs including: **a. Claims Paid 6 Month Rolling Average**

b. Aurora Clinic

City Administrator said, 6 month rolling average went from 66,000 to 99,000 and 220,000 claims in July and August with no stop loss reimbursements. Can't discuss because of HIPPA laws. Flowers didn't see the same trend when looking at the treasury report, and City Administrator is looking at other plans. Oborn stated 95% of our employees would need to change doctors if switched to Mercy and if we switched to the state plan, it would be similar to going with Mercy. Oborn, the clinic is pushing into 90 days on Tues., Wed., Thurs. and to change the days would be confusing per Aurora representative. Oborn confident we can get someone by December 1st.

10. Future agenda items and meeting date

Sylvia Martinez – Mullally pay grade

Aurora Healthcare

School Recreational Director

Comptroller

11. Closed Session: a. 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 Police Administrative Lieutenant Gritzner including Mayor Kupsik
Motion by Howell, second by Halverson. Motion carries 4-0.

b. Motion to go in to Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for Police Officer's Union Negotiations. Motion by Howell, second by Halverson. Motion carries 4-0

Committee entered into closed session at 6:02 p.m.

12. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session and to adjourn at 6:02 p.m.

13. Adjourn

Motion Flower, Second Halverson. Motion carries 4-0.

This is a meeting of the Personnel

Adjourn. Howell/Halverson motion to adjourn at 6:03 pm. Unanimously carried.

/s/ Nan Elder, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE