



PERSONNEL COMMITTEE
TUESDAY, DECEMBER 5, 2017 – 4:30 PM
CONFERENCE ROOM 2A, CITY HALL
AMENDED AGENDA

Change to Item 4 to
include 11/16/17 Minutes

1. Meeting call to order by Chairman Hedlund
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approve the Personnel Committee minutes from November 7, 2017 and November 16, 2017, as prepared and distributed
5. Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:
 - a. Claims Paid 6 Month Rolling Average
 - b. Aurora Clinic
 - c. Pricing Fully Insured plans including direct plans and the State Health Plan
 - d. Employee Premium Contribution
 - e. Spousal Surcharge
6. Discussion/Recommendation of Revised City Organizational Chart with revisions for City Hall and Library
7. Discussion/Recommendation of Resolution for 2018 Pay Scale Grades and Pay Scale
8. Discussion/Recommendation of Employee Recruitment Bonus Policy
9. Future agenda items and meeting date
10. Closed Session: 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 Parking Manager Mullally, Public Works Director Earle, and Harbormaster Grey
11. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
12. Adjourn

This is a meeting of the Personnel Committee.

No official Council action will be taken; however, a quorum of the Council may be present.

PERSONNEL COMMITTEE MINUTES
TUESDAY, NOVEMBER 7, 2017 – 4:30 PM
CONFERENCE ROOM 2A, CITY HALL

4.

Meeting call to order at 4:30 pm by Chairman Hedlund

Roll Call: Present: Ald. Hedlund, Halverson, Flower, Straube, Howell

Also Present: Mayor Kupsik, Ald. Kordus, and Administrator, Oborn

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

None

Approve the Personnel Committee minutes from October 3, 2017 and Special Personnel Committee minutes from October 27, 2017, as prepared and distributed

Ald. Halverson motion to approve the minutes, second by Howell. Motion carried 5 to 0.

Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:

- a. Claims Paid 6 Month Rolling Average
- b. Aurora Clinic
- c. Pricing Fully Insured plans including direct plans and the State Health Plan
- d. Cottingham & Butler Compensation Agreement for health & welfare services

Administrator Oborn indicated the insurance claims continue to increase.

Ald. Hedlund motion to send this back to council and instruct staff/Administrator Oborn to get the rest of the numbers on the fully insured plan and recommend to the Council that the City go with one of the options of the deductibles on the state insured plan. Postpone the clinic until a decision on fully insured plan and discuss Cottingham & Butter in closed session at City Council, second by Halverson
Motion carried 5 to 0.

Discussion/Action on filling the Comptroller Vacancy and retitling position as Finance Director (Comptroller)

Ald. Howell motion, second by Halverson to direct staff to fill the Comptroller vacancy and re-titling the position as Finance Director Comptroller. Motion carried 5 to 0.

Discussion/Action/Recommendation of recruitment services to fill the Finance Director (Comptroller) position

Ald. Hedlund motion to continue discussion, second by Halverson. Motion carried 5 to 0.

Discussion/Action/Recommendation on filling the Senior Financial Analyst (Treasurer) Vacancy as a Full-time position

Ald. Hedlund motion, second by Howell for the Administrator to fill the full-time Senior Financial Analyst Treasurer Position. Motion carried 5 to 0.

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

Ald. Hedlund, second by Halverson to send this directly to FLR. Motion carried 5 to 0.

Next meeting date set for Dec. 5, 2017 at 4:30pm.

Closed Session: 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 Parking Manager Mullally Motion by Hedlund, to convene the Council into closed session, second by Flower to include the Mayor Kupsik and Administrator Oborn to be present during the closed session. Motion carried 5-0 via Roll Call. The Council convened into closed session at 5:58p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Hedlund, to reconvene into open session, second by Halverson. Motion carried 5-0 via Roll Call. The Council reconvened into open session at 6:07 p.m.

Ald. Hedlund motion to continue discussion on item. Motion carried 5 to 0.

Ald. Howell motion to adjourn at 6:08 pm, second by Halverson. Motion carried 5 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

11/08/2017 4:05pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES

THURSDAY, NOVEMBER 16, 2017 – 4:30 PM

CONFERENCE ROOM 2A, CITY HALL

Meeting call to order by Chairman Hedlund at 4:32 pm

Roll Call: Present: Ald. Hedlund, Flower, Howell, Absent: Ald. Halverson,
Also Present: Ald. Kordus, Mayor Kupsik, Financial Analyst, Briere, and Administrator, Oborn

Ald. Skates joins meeting at 4:34

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

None

Closed Session: 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 to conduct interviews for the Senior Financial Analyst (Treasurer) and Finance Director (Comptroller) positions.

Ald. Howell motion to go into closed session at 4:35, second by Flower. Motion carried 3 to 0 via Roll Call.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Ald. Howell motion to return to open Session at 5:37 pm and directing staff to proceed as discussed in closed session, second by Flower. Motion carried 3 to 0.

Ald. Howell motion to adjourn at 5:38 pm, second by Flower. Motion carried 3 to 0.

/s/ Blaine Oborn, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

12/02/2017 10:05 am

cc: Aldermen, Mayor, Administrator, Attorney, Media

CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
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Memorandum

5.

Date: December 1, 2017

To: Personnel Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on Employee Health Benefits costs and programs including:

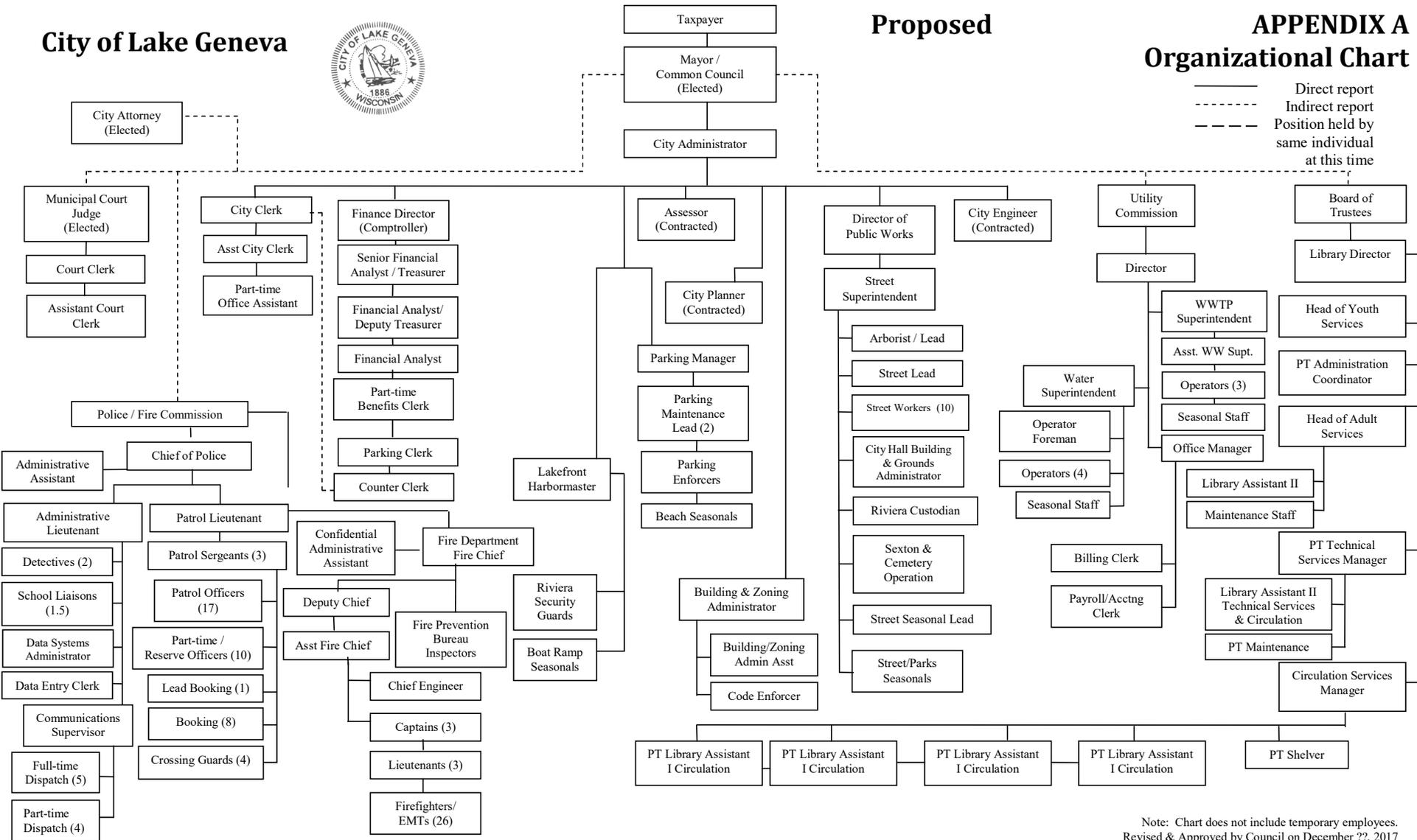
- a. Claims Paid 6 Month Rolling Average
- b. Aurora Clinic
- c. Pricing Fully Insured plans including direct plans and the State Health Plan
- d. Employee Premium Contribution
- e. Spousal Surcharge

- a. **Claims Paid 6 Month Rolling Average.** The updated report through October 2017 is pending.
- b. **Aurora Clinic.** The City Council on July 12, 2017 approved the Aurora Clinic Program with 12 hours per week with no deductible for employees and dependants on City Employee Health Plan. Janet J Teske, DNP, Director of Retail Clinics, Aurora Employer Clinics & Wellness at the time of approval said it would take about six months to set the Clinic up. She is progressing with secured space tentatively at the Aurora Lake Geneva Clinic with tentative hours of Mondays and Wednesdays 8:00 AM to Noon (12:00 PM) and Fridays 1:00 to 5:00. She had a candidate back out so she is still recruiting with a January 2018 projected opening. I will announce once the location, times and start date is finalized. There is capacity to expand from employees and dependants on City Employee Health Plan **to** all City Employees and all individuals on the City's Employees Health Plan. The availability for all employees will reduce absences due to sickness and streamline care visits.
- c. **Pricing Fully Insured plans including direct plans and the State Health Plan.** The City Council adopted Resolution 17-R56, "For Inclusion Under the Wisconsin Public Employers' Group Health Insurance Program" on November 13, 2017. This action designates the Wisconsin Public Employers (WPE) Group Health Insurance Program to be the health insurance plan offered to eligible City of Lake Geneva employees effective January 1, 2018. Subsequent to the City Council's action, the Mayor on November 16, 2017 vetoed the adoption of Resolution 17-R56. The earliest that the City can now enroll in the WPE Group Health Insurance Program is April 1, 2018 with the previous underwriting still valid. The City could choose the zero deductible plan to avoid double deductibles for employees. I am still waiting for pricing on a fully insured plan from Anthem that would include Aurora (the health group used by most employees/retirees and their dependants). The issue with the State Plan is that the more affordable carriers to not have Aurora in their network.

My recommendation is that the City request underwriting for the State Plan in August 2018 with consideration of enrollment for January 1, 2019. The City could make a decision on enrollment in the State Plan in late September / early October when the 2019 rates come out.

- d. Employee Premium Contribution.** I have been directed to present an option for an employee premium contribution for the City employee health plan. The 2017/2018 Health Benefit Funding Rates (COBRA rate less the 2% for Admin) are \$1,310.57 for single and \$2,736.94 for Family. An optional employee premium contribution is 10% of the family COBRA rate for family coverage with the employee premium share of \$273.69 per month for family coverage and zero premium share for single coverage.
- e. Spousal Surcharge.** Attached is Resolution 17R49 setting the monthly surcharge on a spouse of an employee who is employed elsewhere and has health insurance available through their employer at 10% of the single COBRA rate currently at \$1,310.57 with the monthly working spousal surcharge at \$131.05 per month. The Personnel Committee could consider a higher amount with 25% at \$327.64 per month.

City of Lake Geneva



Proposed

APPENDIX A Organizational Chart

— Direct report
 - - - Indirect report
 - - - Position held by same individual at this time

Note: Chart does not include temporary employees.
 Revised & Approved by Council on December ??, 2017

Resolution 17-R63

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Full-time Non-Represented Employees for the 2018 Budget Year effective January 1, 2018:

7.

| Position | Assigned Pay Scale Grade | Grade Salary Range | | |
|------------------------------------|--------------------------|--------------------|-----------|------------|
| | | Min | Mid | Max |
| Full Time Salaried Staff: | | | | |
| City Administrator | 21 | 85,100.45 | 97,865.52 | 110,630.59 |
| Police Chief | 19 | 75,739.10 | 87,099.97 | 98,460.83 |
| Finance Director (Comptroller) | 18 | 71,451.98 | 82,169.78 | 92,887.58 |
| Director of Public Works | 18 | 71,451.98 | 82,169.78 | 92,887.58 |
| Police Administrative Lieutenant | 17 | 67,407.53 | 77,518.66 | 87,629.79 |
| Police Patrol Lieutenant | 16 | 63,592.01 | 73,130.81 | 82,669.61 |
| Police Sergeant* | 14 | 56,596.66 | 65,086.16 | 73,575.66 |
| Building & Zoning Administrator | 14 | 56,596.66 | 65,086.16 | 73,575.66 |
| City Clerk | 13 | 53,393.08 | 61,402.04 | 69,411.00 |
| Parking Manager | 12 | 50,370.83 | 57,926.45 | 65,482.08 |
| PD Communications Supervisor* | 10 | 44,829.86 | 51,554.34 | 58,278.81 |
| PD Data Systems Administrator* | 7 | 37,640.01 | 43,286.01 | 48,932.02 |
| PD Administrative Assistant* | 7 | 37,640.01 | 43,286.01 | 48,932.02 |
| PD Dispatchers* | 6 | 35,509.45 | 40,835.86 | 46,162.28 |
| PD Data Entry* | 6 | 35,509.45 | 40,835.86 | 46,162.28 |
| Full time Hourly Staff: | | | | |
| Sr. Financial Analyst (Treasurer) | 14 | 27.2099 | 31.2914 | 35.3729 |
| Street Dept. Superintendent | 14 | 27.2099 | 31.2914 | 35.3729 |
| Street Dept. Arborist/Lead | 11 | 22.8460 | 26.2729 | 29.6998 |
| Street Dept. Lead | 10 | 21.5528 | 24.7857 | 28.0187 |
| Financial Analyst/Deputy Treasurer | 9 | 20.3328 | 23.3828 | 26.4327 |
| Financial Analyst | 9 | 20.3328 | 23.3828 | 26.4327 |
| Assistant City Clerk | 9 | 20.3328 | 23.3828 | 26.4327 |
| Cemetery Sexton | 8 | 20.3328 | 23.3828 | 26.4327 |
| Heavy Equipment Operators | 8 | 20.3328 | 23.3828 | 26.4327 |
| Equipment Operators | 7 | 18.0962 | 20.8106 | 23.5250 |
| Cemetery Equipment Operator | 7 | 18.0962 | 20.8106 | 23.5250 |
| Building & Grounds Administrator | 7 | 18.0962 | 20.8106 | 23.5250 |
| Municipal Court Clerk | 7 | 18.0962 | 20.8106 | 23.5250 |
| Custodian | 6 | 17.0718 | 19.6326 | 22.1934 |
| Street Dept. Laborer | 6 | 17.0718 | 19.6326 | 22.1934 |
| Janitor | 5 | 16.1055 | 18.5213 | 20.9372 |
| City Hall Front Counter Clerk | 4 | 15.1939 | 17.4730 | 19.7521 |
| Building & Zoning Clerk | 4 | 15.1939 | 17.4730 | 19.7521 |

Notes:

* Salaried Employees that receive Overtime.

Adopted this 11th day of December, 2017.

ALAN KUPSIK, Mayor

LANA KROPF, City Clerk

Resolution 17-R64

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2018 Budget Year effective January 1, 2018:

| Position | Assigned Pay Scale Grade | Grade Salary Range | | |
|--|--------------------------|--------------------|-----------|-----------|
| | | Min | Mid | Max |
| Permanent Part-time Staff - Salaried: | | | | |
| City Attorney - 60%* | 22 | 54,123.89 | 62,242.47 | 70,361.05 |
| City Judge - 15%* | 20 | 12,042.52 | 13,848.89 | 15,655.27 |
| Fire Chief - 50% | 17 | 33,703.76 | 38,759.33 | 43,814.89 |
| Deputy Fire Chief - 8% | 12 | 4,029.67 | 4,634.12 | 5,238.57 |
| Assistant Fire Chief - 5% | 10 | 2,241.49 | 2,577.72 | 2,913.94 |
| Emergency Mgmt Deputy Director - 30% | 10 | 13,448.96 | 15,466.30 | 17,483.64 |
| Permanent Part-time Staff - Hourly: | | | | |
| PD Part time Patrol Officer | 9 | 20.3328 | 23.3828 | 26.4327 |
| Harbormaster | 7 | 18.0962 | 20.8106 | 23.5250 |
| Benefits Clerk | 7 | 18.0962 | 20.8106 | 23.5250 |
| Code Enforcement Officer | 5 | 16.1055 | 18.5213 | 20.9372 |
| PD Reserves | 5 | 16.1055 | 18.5213 | 20.9372 |
| Part-time Dispatch | 4 | 15.1939 | 17.4730 | 19.7521 |
| FD Confidential Administrative Assistant | 4 | 15.1939 | 17.4730 | 19.7521 |
| Assistant Court Clerk | 4 | 15.1939 | 17.4730 | 19.7521 |
| PD Booking Officer | 3 | 14.3339 | 16.4839 | 18.6340 |
| Parking Maintenance Lead | 2 | 13.5225 | 15.5509 | 17.5793 |
| Parking Enforcement | 1 | 12.7571 | 14.6706 | 16.5842 |
| Videographer | 1 | 12.7571 | 14.6706 | 16.5842 |
| City Hall Office Assistant | 0.8 | 11.3538 | 13.0568 | 14.7599 |
| Chief Inspector poll workers per hour | 0.4 | 8.9932 | 10.3422 | 11.6912 |
| Poll Workers per hour | 0.2 | 8.0039 | 9.2045 | 10.4051 |
| Seasonal Part-time - Hourly | | | | |
| Beach Supervisor | 1 | 12.7571 | 14.6706 | 16.5842 |
| Street Seasonal Lead | 1 | 12.7571 | 14.6706 | 16.5842 |
| Asst Beach Supervisor | 0.9 | 12.0350 | 13.8402 | 15.6455 |
| Boat Launch Attendants | 0.8 | 11.3538 | 13.0568 | 14.7599 |
| Riviera Security Guards | 0.8 | 11.3538 | 13.0568 | 14.7599 |
| Street Seasonal | 0.6 | 10.1048 | 11.6205 | 13.1362 |
| Beach Attendants | 0.5 | 9.5328 | 10.9628 | 12.3927 |
| Crossing Guards | 0.5 | 9.5328 | 10.9628 | 12.3927 |

Notes:

* Receive COLA Increases instead of Merit Increase.

Adopted this 11th day of December, 2017.

ALAN KUPSIK, Mayor

LANA KROPF, City Clerk