

**PERSONNEL COMMITTEE**  
**THURSDAY, SEPTEMBER 27, 2012 AT 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 4:05 p.m.

Roll Call. Present: Aldermen Kupsik, Krohn, Wall and Hill. Absent: Alderman Kehoe. Others in attendance: Administrator Jordan, Comptroller Pollitt, Treasurer Klein, City Clerk Hawes, Street Superintendent Carstensen, Library Director Peterson, Police Administrative Assistant Wisniewski, Parking Supervisor Johnson and Assistant Parking Supervisor Gruenwald.

**Approval of Minutes from August 23, 2012 meeting as distributed**

Wall/Hill motion to approve minutes from the August 23, 2012 committee meeting, as prepared. Motion carried by a vote of 4 to 0.

**Comments from the public limited to 5 minutes.** None.

**Discussion/Recommendation on non-represented employees' wages and benefits**

Comptroller Pollitt reported that Governor Walker's Acts 10 and 32 have affected City employees differently depending on whether or not they are under union contract. The City's 73 union employees have not been required to make contributions to their WRS pension because they are either under union contract through 2013 or are members of the protective (public safety) category. However, the City's 14 WRS contributing employees (excluding Utility Commission and Library) have realized a loss of wages due to retirement contributions. Specifically, WRS contributing employees contributed 5.8% and 5.9% of their salary to retirement in 2011 and 2012, respectively; they will contribute 6.65% of their salary in 2013. The last wage increase for WRS contributing employees was a 1% increase in 2010. For an employee earning \$60,000 per year, there is a net wage loss of \$8,822 over this three year period.

Comptroller Pollitt said she is presenting this information so the Committee has an understanding of the current situation and is aware of the options available. She presented the options of giving a wage increase or one-time pay adjustment to WRS contributing employees. A wage increase or one-time pay adjustment of 3% to these employees would cost the City \$17,680.00 in 2012; a wage increase or one-time pay adjustment of 5% would cost \$29,466. Ms. Pollitt said if the City wished to give a wage increase or one-time pay adjustment in 2012, there are extra funds available in contingency (\$26,311), beach revenues (\$76,000) and sale of City equipment (\$23,000). She noted there is parking revenue available but these funds have been earmarked for other reasons. Ms. Pollitt further stated that there are non-monetary benefits that could be provided in lieu of wages; she said that doing nothing is also an option. Ms. Pollitt recommended that if the City were to do something that it is a one-time pay adjustment because a wage increase would have implications in next year's budget which is restricted by levy limits.

Street Superintendent Carstenson said this is problem because there are inadequacies between management and non-management in certain departments when overtime, retirement contributions and other benefits are considered. He noted that he has made cost-saving efforts and feels that WRS contributing employees should be compensated fairly. Parking Supervisor Johnson commented that the retirement contributions have especially affected part-time meter employees who do not receive other benefits.

The Committee discussed wage increases that were given to Utility Commission employees in recent years. The Utility Commission approved wage increases of 2% in 2011 and 3% in 2012. Alderman Wall said it is not a fair comparison because the Utility Commission is separate and not under their control. Street Supervisor Carstenson noted that it was an alderman who made the motion for the Utility Commission's wage increase. Alderman Wall noted the Library is budgeting a 2.25% wage increase for its employees in 2013.

Alderman Krohn said she does not sympathize with the loss of wages for WRS contributing employees because she and other aldermen had to pay for attorney fees out of their pocket. She further stated that there are many people out there who

have gone without jobs or raises in recent years. Administrator Jordan commented that things are slowly turning around, noting that the consumer price index is currently at 3%.

Alderman Hill agreed with Comptroller Pollitt that a wage increase is more difficult to justify budget-wise at this point. The Committee discussed the option of giving a one-time pay adjustment to WRS contributing employees. Alderman Hill said she would like to review evaluations of these employees. Alderman Krohn said she would like to review more information about these employees, including their current salaries, retirement contributions and proposed one-time pay adjustment amounts. Comptroller Pollitt said she will provide this information for their next meeting.

#### **Discussion on employee evaluation procedures**

Administrator Jordan explained the annual evaluation procedures. He said this year he completed the annual evaluation in March and presented them to the Personnel Committee. The Committee also did its evaluation of the Administrator at that time. Alderman Krohn commented that this process has worked well. Administrator Jordan said he will provide copies of this year's evaluations to the Committee members.

#### **Discussion/Review of draft Human Resource Manual**

Administrator Jordan said he will work with City Clerk Hawes to develop a process for going chapter by chapter to review the draft human resource manual. City Clerk Hawes said there is an extensive manual that was drafted by the former City Clerk that should be used. Alderman Krohn asked that a paid time off policy be included with the draft manual.

#### **Discussion of future agenda items**

The Committee agreed that they would discuss the wages for WRS contributing employees, the human resource manual and paid time-off policy as future agenda items.

#### **Adjournment**

Hill/Wall motion to adjourn at 5:15 p.m. Motion carried by a vote of 4 to 0.

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/s/ Michael Hawes, City Clerk

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BY THE PERSONNEL COMMITTEE**