

PERSONNEL COMMITTEE MINUTES
TUESDAY, DECEMBER 4, 2018 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The December 4, 2018 meeting of the Personnel Committee was called to order at 4:30 p.m.

Roll Call

Present: Proksa, Halverson, Skates, and Straube

Absent: Flower (arriving late)

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

None

Approve the Personnel Committee minutes from November 5, 2018, as prepared and distributed

Motion by Skates to approve, second by Haverson. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding City Hall Front Counter Positions Wage Grade and Wage Scale

Interim City Administrator Berner addressed the committee regarding the potential wage grades and wage scales for the front counter positions. He noted that he had several meetings with the Mayor, Finance Director and the City Clerk to try to solve this issue. He suggested that the new City Administrator should make a review of the compensation policy a priority. He outlined that in 2014, the City hired Springsted to complete a compensation study with questionnaires completed with respect to job descriptions. He noted that many of the job duties of the employees have changed without change in the job descriptions and consequently in the pay.

This has resulted in an abundance of overtime that has cost the City approximately \$5,500. He noted that there has been lack of consistency of the compensation study which has caused animosity between the employees. He is requesting that the Front Counter Clerks and the Building and Zoning Administrative Assistant have a wage scale grade change from four to seven. He asked that the additional funds come from the contingency fund and then those wages could be budgeted for in 2020.

Flower arrived at 4:44 p.m.

Berner noted that the comparable positions in the packet came from the Department Head's research, not from the compensation study.

Motion by Skates to approve the adjustment in pay scale grade for the full-time Front Counter Clerks and the Building and Zoning Administrative Assistant from a pay grade four to a seven, second by Halverson. Motion carried 5-0.

Discussion/recommendation regarding Building and Zoning Administrative Assistant Wage Grade and Wage Scale and Department of Public Works Seasonal Laborer's Wage Grade and Wage Scale

Berner addressed the committee regarding the Public Works Seasonal Laborers' and asked that the wage grade be changed from 0.6 to 0.9. This would increase the minimum for that position from \$10 per hour to \$12 per hour and that the individuals that return would be increased within that scale.

Motion by Skates to approve the adjustment of the Public Works Seasonal Laborers' Wage Grade from 0.6 to 0.9, second by Straube.

Flower would like to see the beach attendants be dual purpose by having them cleaning/maintaining the bathrooms. This could include the Library and Riviera restrooms.

Motion carried 5-0.

Discussion/Recommendation regarding the creation of a Staff Organization Chart

Mayor Hartz noted that when he viewed the agenda item as a chance to discuss the work around for certain employees that may not be completing their job to the fullest extent. Skates noted that he would like to see a job description to be all encompassing of the Lakefront. Flower noted that this could be a good use for a Recreation Director. The committee would like to see the Administrative team craft a job description for the Harbormaster for future review. No action taken.

Discussion regarding the possible job sharing between Beach Lifeguards and Public Works Summer Laborers

The committee had discussed this previously and determined that in part, the issue may be in the management. Flower noted that the beach attendants that should be doing more than they are doing. No action taken.

Discussion regarding the possibility of hiring public bathroom attendants

Director of Public Works Earle addressed the committee regarding the need for attendants for the public bathrooms. He noted that this could be a separate position for the Public Works Department. He would like to see some clarification and some direction on how to move forward. He would like to develop a job description for this position and would like to find a way to staff this position on the weekends as well. He would like to see the addition of three part-time individuals in the summer to solely take care of the public restrooms. Earle noted that there needs to be a hierarchy to this issue that starts with the Administrator. No action taken.

Discussion/Action regarding date change of first meeting in January 2019; currently scheduled for 1/1/2019

The Committee recommended moving the January 2019 meeting to January 2, 2019 at 4:30 p.m.

Adjourn

Motion by Flower to adjourn the meeting of the Personnel Committee, second by Skates. Motion carried 5-0. The meeting of the Personnel Committee adjourned at 5:52 p.m.