

PERSONNEL COMMITTEE MEETING
March 11, 2013 – 6:53 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson Moore; Alderpersons Patton, Phillips, Slowinski, O'Meara

ALSO

PRESENT: Mayor Halverson; C/T Schlice; Clerk Moe; City Attorney Molepske; Alderpersons R. Stroik, Suomi, M. Stroik, Beveridge, Trzebiatowski, Wiza; Directors Ostrowski, Lemke, Schrader, Schatschneider, McGinty; Assistant Assessor Patoka; Assistant Chief Zenner; Chief Kujawa; Deputy Comptroller/Treasurer Freeberg; Superintendent of Streets Laidlaw; Assistant to the Mayor Pazdernik; Karlyn Krautkramer; Kevin Krautkramer; Barb Jacob; Sandy Kratzke; Corey Ladick; Bob Woehr; Brandi Makuski; Matthew Brown ~ Portage County Gazette; Kevin Lu ~ SPJ; Human Resource Manager Jakusz

Chairperson Moore called the meeting to order.

1. Discussion and possible action on request to carry over vacation time in excess of forty hours.

Human Resource Manager Jakusz referenced the memo of request from Director Schatschneider that was included in the packet along with the applicable sections of the City's Administrative Policy. Jakusz indicated that a similar process was followed once previously during an unusual circumstance.

Motion by Alderman O'Meara to approve the request; Alderman Phillips seconded. Ayes all; nays none. Motion carried.

2. Discussion and possible action on request to fill vacancy for Bus Operator.

Human Resource Manager noted that an employee submitted a letter of resignation and the last day of employment is Friday, March 15, 2013. This position is included for funding in the 2013 budget.

Motion by Alderman Slowinski to approve the request; Alderman Patton seconded. Ayes all; nays none. Motion carried.

3. Discussion and possible action on amendment to Administrative Policy 1.08.

Human Resource Manager Jakusz stated that this was one of the policies the Personnel Committee discussed at length during their special meeting on January 11 and referred back for further consideration. Since that time, there have been several meetings with the Directors in an attempt to determine the most equitable way to consider the payment of overtime. The proposed language will maintain the status quo of what was in the labor agreements. This will affect hourly employees and not management employees.

Mayor Halverson stated that it will also allow the Department and Division Heads the flexibility to adjust work schedules as necessary to address workload within their areas.

Motion by Alderman Patton to approve the amendment to Administrative Policy 1.08; Alderman O'Meara seconded. Ayes all; nays none. Motion carried.

4. Discussion and possible action on review of the management pay plan.

Reference was made to Mayor Halverson's memo included in the packet. The management pay plan underwent a study during the summer of 2007 and the current pay plan implemented in January of 2008. Prior to that it had been more than ten years (1995 last date of review) since a review of the management pay plan had been conducted.

Alderman Phillips questioned whether the study could be done internally. Mayor Halverson replied that it is best handled by an objective third party review. He noted that some of the management positions on the pay plan today did not exist when the last study was conducted. Alderman Moore questioned whether a study could be done for just those departments only. Mayor Halverson replied that doing so would disrupt the use of internal comparables. Alderman O'Meara voiced his opinion that it is important to do a more comprehensive study with all of the positions. He questioned what the cost was in 2007. Mayor Halverson replied that the cost was roughly \$20,000 - \$25,000. Alderman Slowinski asked how many positions are on the management pay plan. Mayor Halverson estimated 46. Chairperson Moore questioned whether the RFP

would need to come back to the Personnel Committee, Mayor Halverson indicated that it would.

Motion by Alderman Patton to approve the request, Alderman Slowinski seconded. Ayes 4; nays 1 (Phillips dissenting). Motion carried.

5. Discussion and possible action on the City Assessor's Office and re-filling the Assessor position.

Human Resource Manager referenced the memo regarding the prior recruitment as well as the updated job description that were included in the packet. She indicated that she and Mayor Halverson met with both staff members from the Assessor's Office for a period of three hours to discuss how things are going; what has been working what needs to be addressed.

Mayor Halverson stated both employees feel it is too soon to be able to get an indication as to whether the current arrangement is working. In order to get a true picture, we need to maintain the status quo through the current tax roll (end of June). A systematic use of e-mail, phone calls and on-site meetings have been established with Jim Siebers, the current contract holder. Mayor Halverson stated that he also authorized some overtime for the Assessment Technician to allow her to meet with Jim Siebers over more technical personal property assessments.

Chairperson Moore stated his concern over the length of time the recruitment process took last time (6 months). He voiced that if we wait until June to begin, we may be without an Assessor until December.

Alderman Phillips suggested that we move forward with advertising the position to see what's out there and that we can decide not to fill the position.

Alderman O'Meara voiced his concern over whether we'd get good candidates if we are unsure if we will actually fill the position. He stated that candidates can read our minutes and may not choose to apply if they feel we may not fill the position.

Alderman Patton stated that we can re-contract until the end of December. It was discussed that the last half of the year is slower for the Assessor, so this may not even be necessary.

Mayor Halverson Stated that it is clear that the Committee can do what they'd like, however after the meetings with the Assessor's Office staff, he intends to do some further research and present a different option for consideration next month.

Alderman Slowinski moved to delay action for one month to allow time for further review and consideration, Alderman Phillips seconded. Ayes all, nays none. Motion carried.

6. Motion by Alderman Phillips, second by Alderman Patton to Adjourn into closed session (7:18 p.m.) pursuant to Wisconsin Statute 19.85(1)(g) to confer with legal counsel with respect to possible litigation (former employee matter).

Roll Call: Moore, Slowinski, Patton, Phillips
Ayes all, nays none. Motion carried.

7. Adjournment ~ 7:50 p.m.