

CITY OF STEVENS POINT

PERSONNEL COMMITTEE MEETING MINUTES

Monday, June 9, 2014 – 6:20 p.m.

Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson Phillips; Aldermen Moore, Patton, Wiza

EXCUSED: Alderperson Suomi

OTHERS

PRESENT: Mayor Halverson; C/T Ladick; Clerk Moe; Attorney Beveridge; Alderpersons R. Stroik, M. Stroik, Slowinski, Trzebiatowski; Directors Ostrowski, Schrader, Schatschneider; Carrie Freeberg; Tricia Church; Cathy Dugan; Barb Jacob; Mary Ann Laszewski; Roger Hackler; Bob Fisch; Interim Chief Finn; Assistant Chief Zenner; Chief Ruder; Nate Enwald, Portage County Gazette; Brandi Makuski ~ SPCT; Sari Lesk ~ Stevens Point Journal; Human Resource Manager Jakusz

Chairperson Phillips called the meeting to order.

1. Modification to Administrative Policy 3.01 (11) regarding uniform allowance for Administrative Assistant's in the Police and Fire Departments  
Human Resource Manager Jakusz indicated that this was included on the agenda per Alderman Wiza's request for further clarification of the policy at the May Personnel Committee meeting. She went on to reference the e-mail excerpt from former Director McGinty as to how the policy came to be added to the City Administrative Policies.

Alderman Wiza was appreciative of Director McGinty's efforts to clarify and further define the allowance.

Alderman Patton voiced concern over limited employees to the number of shirts; he feels it would be more appropriate to maintain a budget item within the City's guidelines for standard uniform items.

Alderman Wiza stated that he understood a badge wouldn't be needed on an annual basis. He questioned Alderman Patton as to what would define a "standard uniform".

One idea would be to allow for uniform shirts up to a set dollar amount per calendar year.

Chief Ruder stated that one problem is taking discretion from the Chiefs. He suggests adding a line item in the respective department budgets for uniform for clerical only.

He added that he understands this came about because of bad decisions in the past.

He suggests creating a line item and question the Chief regarding the line item. If you don't agree, cut my budget.

He added that is important that Chief's have staff that look professional.

Alderman Wiza stated that he is concerned that the benefit be administered in a fair way for each employee.

Mayor Halverson stated that the Committee should be careful with their decision due to the authority of the optional powers Police and Fire Commission. He feels the Committee should determine if a uniform should exist and the amount that can be expended for it.

Alderman Moore asked how this came to be included in the City's Administrative Policies.

Human Resource Manager Jakusz replied that there had been concerns over expenditures made. Attempts to resolve the issues via contact with the Fire Chief and Police and Fire Commission were not successful. As a result, she received the e-mail from Director McGinty (an excerpt of which was included in her cover memo) to include a policy regarding uniform and the extent of the uniform in the revised Administrative Policies.

City Attorney Beveridge stated that the inclusion of the policy as written in the City's Administrative Policies is fine, the other option is for the City Council can say the City will pay to this extent; either way (number of shirts or line item with dollar amount) would fall within their purview.

Alderman R. Stroik stated that he likes the draft policy amendment. Prices can fluctuate. Employees can purchase navy blue pants at any department store; they can't buy uniform shirts at any department store.

Interim Chief Finn stated that different uniform shirts are worn on different days. He went on to read a statement written by Dave Schliehs, President

of the Police and Fire Commission supporting the creation of a specific line item to include "standard uniform apparel".

Comptroller/Treasurer Ladick stated that the creation of a separate line item is not an issue. It does not take City Council action to create a budget line item. However, that practice should not be governed by a City Administrative Policy.

Chief Ruder stated that he would like to reiterate that the Council hires the Police and Fire Chief's; the discretion over uniform should lie with them.

Barb Jacob stated that she is not sure that two uniform shirts would be adequate. She believes that three or four may be more realistic.

Alderman Patton moved to approve the amendment to City Administrative Policy 3.01 (11) as follows:

"If the Administrative Assistant(s) in the Police and Fire Department(s) are required to wear uniforms, the City will create a specific line item in the budget to purchase standard uniform apparel."

Alderman Wiza seconded the motion. Discussion ensued.

Human Resource Manager Jakusz restated Comptroller Treasurer Ladick's concern over having an Administrative Policy govern a function of the budget process.

Ayes: Patton, Wiza  
Nays: Moore, Phillips

Motion failed due to a tie vote. The item will go out to the City Council for consideration without a recommendation from the Personnel Committee.

2. Notice of Employee Participation in Political Activities

Alderman Moore moved to accept the notice and place it on file; Alderman Wiza seconded. Ayes all; nays none. Motion carried.

3. Request to fill Water Operator Vacancy

Human Resource Manager Jakusz stated that this position is included in the 2014 budget.

Alderman Patton moved to approve the request; Alderman Moore seconded. Ayes all; nays none. Motion carried.

4. Request to hire for a Water Operator/Well Operator Position  
Reference was made to the memo from Director Lemke that was included in the packet.  
Alderman Moore moved to approve the request; Alderman Wiza seconded. Ayes all; nays none. Motion carried.
  
5. Request to fill Wastewater Superintendent Vacancy through internal promotion and subsequent filling of Wastewater Chief Operator Vacancy  
Alderman Patton moved to approve the request; Alderman Moore seconded. Ayes all; nays none. Motion carried.
  
6. Adjournment ~ 6:51 p.m.