

PERSONNEL COMMITTEE MEETING
Monday, June 13, 2015 – 7:10 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Slowinski; Alderpersons Johnson, Shorr, Morrow, Oberstadt

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; Clerk Moe; City Attorney Beveridge;
Alderperson(s) Ryan, Dugan, Phillips, Kneebone, Doxtator,
McComb; Director(s) Ostrowski, Schrader; Lemke; Chief Finn; Chief
Skibba; Neil Prendergast; Tricia Church; Stacey Fredrickson; Ken
Rozek, Dan Herbold; Roger Skrzeczkoski; Dave Worzalla; Rick Zinda;
Mike McHugh; Carrie Freeberg; Jim Wojcik; Kevin Ruehl; Don Ruehl;
Lori Giese; Dennis Laidlaw; Bob Fisch; Nate Enwald ~ PC Gazette;
Sari Lesk ~ SPJ; Brandi Makuski ~ SPCT; Human Resource Manager
Jakusz

Chairman Slowinski called the meeting to order.

Discussion and possible action on:

1. Options for filling the Ordinance Control Officer position.

Chairperson Slowinski referenced Director Ostrowski's memo that was included in the packet. Director Ostrowski stated that the position has been vacant for a couple of months, but he and his staff are in the process of re-writing ordinances and want to have that project completed before hiring a new person for this position.

He added that the position, as it had originally been created was missing a component. He'd like to add an element to the position where the staff person would research and direct property owners to resources that could assist in repairing and upgrading their property. Some examples are the housing trust fund, Cap Services, Habitat for Humanity.

Director Ostrowski stated that if the City Council doesn't wish to extend the position to full time, it may be best to transfer some of the duties to the CSO's (Community Service Officers) in the Police Department to cover more general ordinance violations such as parking on grass, junk in the yard, overgrown lawn. Because there are three CSO's on staff, they will be able to cover more ground and police these types of ordinance

violations in a more consistent manner. There are, however, some drawbacks to moving some of the duties out of Community Development such as losing connection with the building inspectors and requiring property owners to make contact with multiple departments and in the end, we may not get to the root cause of the problem and resolve it.

Alderman Shorr feels it is a great idea to assist those who are cited with resources to help them. He also added that there will be financial impact in adding hours; it is likely that revenues will decrease as more property owners come into compliance.

C/T Ladick stated that one option would be to increase building permit fees to free up tax levy to help offset the cost of the full time position.

Alderman Morrow stated that he feels we should offer a good wage to help avoid a revolving door of employees in this position.

Alderman Oberstadt stated she feels there would be better continuity if staffed with a full time employee.

Alderman Johnson thanked Director Ostrowski for the alternatives laid out in his memo. She feels he did a good job of providing a strategy for property owners while enforcing the code.

Chairman Slowinski echoed the comments made by Alderman Johnson.

Alderman Dugan said she was pleased to hear the discussion. She likes the idea of using a carrot before a hammer in getting property owners to comply with ordinance violations. She added that as former RDA member, it has been seriously considered to use funds to help constituents make improvements on their homes.

Alderman Kneebone agreed that the City has to commit to pay the salary and not require the employee to bring in revenues to cover the cost; doing so could lead to an over enthusiastic code enforcement person.

She feels the CSO's could assist with parking issues and agrees with the Director's recommendation to keep them separate. She mentioned a program, "people helping people" that existed in a community she lived in previously that was run through the housing department. The whole

purpose was to assist property owners who didn't have means take care of and maintain their property.

Aldersperson McComb stated she was thrilled with Michael's letter. She feels the position should require a college degree and general broad knowledge of the world.

Alderman Ryan stated that he has spoken with Director Ostrowski about this and supports a full-time position. He feels that enforcement in some areas of the City have been very lax over the last 30 years and is concerned that in some cases structure has been compromised. He too felt that CSO's could handle the off street parking issues.

Alderman Shorr voiced his praise over the great ideas and suggestions from colleagues. He added that structural / safety issues can't set aesthetics aside.

Director Ostrowski suggested that he and Chief Skibba discuss the parking issues internally to determine how those issues are best handled.

Alderman Shorr moved, Aldersperson Oberstadt seconded supporting the proposal for a full-time position and that the employee hired has the qualifications to perform the job duties. The Director will work with the Police Chief on parking issues. Ayes all, nays none. Motion carried.

2. Modification to Administrative Policy 3.02 relating to sick leave accrual, sick leave conversion, bonus sick days and 3.06 relating to floating holiday

Comptroller Treasurer Ladick advised the Committee that he had his spring intern complete a project wherein a comparison of the City's time off benefits were compared with the communities used in the most recent pay study. He reviewed his power point presentation and indicated that was the impetus for the changes to city policies included in the packet. He stated that an ad hoc committee comprised of department heads reviewed the survey results and felt comfortable with the amendments.

Alderman Morrow stated that he is happy the proposal isn't to cap sick leave accrual.

Alderman Shorr questioned the removal of the vacation increase at the 20 year step. Mayor Wiza stated that occurred during a re-write of the vacation policy post-Act 10 and isn't being considered this evening.

Chairperson Slowinski stated that our comparables show we are in line with our vacation schedule for employees with that many years of service.

Alderpersion Johnson stated that she appreciates the consideration for newly hired employees.

Alderpersion Kneebone stated that she supports a fair and equitable value of retaining long-term employees. She also stated that we don't want ill employees coming in to work.

Kevin Ruehl, AFSCME 309 president stated that there wasn't any input from hourly employees. He asks that this item be held until next month to see if they have any heartburn or if there is a situation of creating a second tier.

Alderman Phillips asked if we know what private firms offer for these benefits. Human Resource Manager Jakusz responded that most private companies have PTO (personal time off banks) in lieu of separate accruals for sick leave and vacation.

Alderman Morrow would like to see input from line staff.

Mayor Wiza suggested that employees review the recommended amendments and provide their input through their chain of command or contact with the Comptroller Treasurer or Human Resource Manager prior to next week's City Council meeting.

Alderpersion Johnson moved to forward this item to the City Council without a recommendation, Alderman Shorr seconded. Ayes all, nays none. Motion carried.

3. Pay plan market update / comprehensive market survey

Mayor Wiza stated here was a great deal of controversy from the pay study done in 2013. One of the shortcomings of the study was that the City didn't get a "tool" to use to evaluate newly created positions or positions that change over time triggering a reclassification request. He added that Springsted had submitted a proposal for the pay study in 2013, however at that time, the City Council voted to hire Carlson Dettman to perform the study. He added that it is time to evaluate our current pay plan to assure the validity of it.

He added that the pay study was needed in 2013 because the City didn't keep up with across the board increases to the matrix and that pay became outdated. Rather than waiting 5 – 7 years to do a full blown study, we can do a mid-term evaluation now.

He recommends that the City purchase the SAFE Evaluation tool. He added that we will see the work - how positions are evaluate and ranked. He added that it is important that the City Council recognize that Springsted are the professionals; there will be no input from the Mayor. Staff will avail themselves to answer questions. He also feels that we should allow Springsted to determine what comparable communities we use.

He is recommending Option 2 on the proposal submitted and that we add on the SAFE Evaluation tool brining the cost to approximately \$12,000.

Director Lemke stated that having the tool is key for the City to be able to maintain the plan going forward.

Chairperson Slowinski stated we have a good foundation and is supportive of approving this request.

Mayor Wiza stated that no employee will have a decrease in pay. He also stated that the City needs to make a commitment to accelerate pay to make sure salaries are correct. Based on budget constraints, that may not happen overnight, but will happen over time.

Alderman Morrow stated his support; he added that he has not had a raise in eight years.

Alderperson Dugan stated she was here as a citizen during the last pay study. She is happy to hear that in this process we will now how salaries are developed; staff and department heads will have a say without manipulation.

Kevin Ruehl said that the current pay plan and implementation was the most destructive thing for the City. He feels going forward we need to correct the problems perceived and address hard feelings. He added

that employees have experienced a 25% reduction in their standard of living.

Dave Worzalla, a Streets Department employee says that he echoes Kevin's statements. He feels that the starting wage of new employee is of concern.

Clerk Moe stated that he is appreciative of the initiative. He feels several positions were overlooked. He added it is not always about money, but respect. In his opinion, Carlson Dettman didn't look beyond employee titles and that employees who stood up for themselves were punished.

Mayor Wiza said that current job descriptions and prior JDQ's will be used unless duties have changed. Department heads will have the responsibility to review the JDQ's for the positions in their department.

Alderman Phillips said that having been involved in the last process, he feels that Carlson Dettman were professional and they did a good job for the City. He feels that when the current review is completed, a different group of employees will be angry.

Alderman Doxtator said that we need to ensure there is an appeals process for employees. Mayor Wiza stated that is the intent and is included in the cost.

Alderman Morrow stated that we need to keep politics out of the process.

Aldersperson Johnson moved to approve Option 2 on the Springsted proposals and the Safe Evaluation tool (\$12,000), Aldersperson Oberstadt seconded. Ayes all, nays none. Motion carried.

4. Adjournment- 8:53 p.m.