

PERSONNEL COMMITTEE MEETING  
Monday, October 17, 2016 – 6:30 p.m.  
Council Chambers ~ County-City Building

PRESENT: Vice Chairperson Oberstadt; Alderpersons Johnson, Morrow, Shorr

EXCUSED: Chairman Slowinski

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; Attorney Beveridge; Alderperson(s) Ryan, Kneebone, Phillips, McComb, Dugan; Director(s) Lemke, Schrader; Chief Finn; Chief Skibba; Bob Gregorich; Todd Ernster; Steve Plaski; Dave Worzalla; Mike O'Meara; Human Resource Manager Jakusz

Vice Chairperson Slowinski called the meeting to order.

1. New Position Request – Parks Department

Parks Director Schrader reviewed the timeline of the position he is requesting be reinstated (he distributed copies at the meeting). He indicated that the department has hired three seasonal employees in the last five years; creating a revolving door that required a great deal of time for training. Director Schrader stated that although he understands the budget constraints, he questions the validity of that argument based on the creation of positions in past years such as the Associate Planner and earlier this year, the Council approved making the Ordinance Control position full time.

Director Schrader feels the City owes it to the patrons of the Willett arena and municipal pool.

Alderman Morrow asked Director Schrader if he gets a lot of complaints about these facilities. Director Schrader indicated that although there aren't a lot of complaints questions are raised due to inconsistency.

Mayor Wiza stated he agrees that the position is needed, however the Fire Department and Police Department have been requesting additional positions as well and the money just isn't there. Growth in the City will allow us to increase our operational levy.

He asked that the Alderpersons keep in mind the next agenda item – to set the salaries for the elected positions of City Clerk, City Attorney and

Comptroller Treasurer as well as the market survey that we are having done for our employee's compensation. Mayor Wiza added that he has asked the Comptroller/Treasurer to put as much money as he can into contingency for the market survey.

Aldersperson Johnson thanked the employees who stepped up and took on additional duties with the full-time position was eliminated in the Parks Department. She raised the concern of recruitment due to these additional duties being added to the other Park's management positions. Director Schrader replied that adding this position back to the department will not alter the current job descriptions of the other management staff; they will continue to have those responsibilities.

Comptroller/Treasurer Ladick stated that he agrees with the Mayor. He stated that due to budgetary constraints placed on us by the State we are in a difficult operation environment. He feels that new position requests should be part of the budget process and that we let all departments know so that they can make their pitch.

Vice Chairperson Oberstadt stated that the current situation isn't sustainable; we need another plan to reduce turnover.

Alderman Shorr asked if other positions in the City have been cut.

The Personnel Committee meeting was recessed at 7:00 p.m.

The Personnel Committee meeting was reconvened at 7:00 p.m.

Chief Finn stated that his department has lost two management positions due to a reorganization of that department some years ago.

Mayor Wiza stated we want the process to be fair, not a situation where "the squeaky wheel gets the grease".

Bob Gregorich, Park & Rec Facility Supervisor I voiced his concern that we train employees to use very expensive equipment and run very expensive facilities.

Aldersperson Johnson suggested establishing criteria for ranking new positions. It would be a transparent approach to handling multiple requests.

Human Resource Manager Jakusz stated that the current policy includes an annual deadline for submitting new position requests and indicates the documentation the department head must submit. After review, the Mayor submits his recommendation to the Personnel Committee for action. The Personnel Committee could amend that policy per Aldersperson Johnson's suggestions.

Director Schrader stated Parks is a service department that runs 7 days a week more than 8 hours a day.

Mayor Wiza replied that most of the City is 24/7; it's not about that – it's a concern over the budget. If we approve new positions, where do we cut? He added that although it would be nice to have an answer this evening; we have some time. He added that a special meeting will be held in early November (dated TBD) to review the findings of the market survey – and the Personnel Committee can further consider this item at that time. We will then have a clearer picture of the cost for the implementation of the market survey. Mayor Wiza also reminded the Personnel Committee that if additional positions are approved we will need to know what the Alders wish to cut from the budget.

Alderman Morrow suggested postponing action until the presentation on the market survey and the cost for implementation.

Director Schrader stated that he understands the concern over budget costs; added that he was told when the position was eliminated that we should "try this"; he followed the procedures outlined in the City policy for his request.

Alderman Ryan asked what alternatives have been evaluated; can we make modifications to the fee structure?

Director Schrader responded that the fees are addressed by the Parks Commission and will be coming up in the next month.

Aldersperson McComb questioned whether room tax could be used to supplement.

Comptroller/Treasurer Ladick replied that the Willett Arena is not making money and in fact receives \$80,000 per year in room tax.

Alderman Morrow moved to postpone action on this item until such time as the market survey results are presented; Alderman Shorr seconded. Ayes all, nays none; motion carried.

2. Establishing salaries for the City Attorney, Comptroller/Treasurer and City Clerk for the 2017 – 2020 Term of Office.

Mayor Wiza reviewed the documents provided to the Personnel Committee relating to the process he used for his salary recommendations. He noted the salary for the City Clerk and City Attorney appeared to be in the ballpark, but the Comptroller/Treasurer salary was way below. He indicated that as the survey data indicates, in other communities this is not an elected position. He added that the only elected position with "qualifications" currently is the City Attorney; the possibility of investigation applying qualifications is being investigated.

Aldersperson Johnson moved to approve the recommendation; Alderman Morrow seconded. Ayes all, nays none. Motion carried.

3. Adjournment – 7:29 p.m.