

PERSONNEL COMMITTEE MEETING  
Monday, September 10, 2018 – 7:11 p.m.  
Police Department ~ 933 Michigan Avenue

PRESENT: Chairperson McComb; Alderpersons Jennings, Dugan,  
Nebel

EXCUSED: Alderperson Oberstadt

OTHERS

PRESENT: Mayor Wiza; City Attorney Beveridge, C/T Ladick; Clerk Moe;  
Alderperson(s) Phillips, Morrow, Slowinski; Kneebone, Shorr;  
Director(s) Ostrowski, Beduhn, Lemke, Schrader; Chief Finn; Chief  
Skibba; Finance Office Manager Freeberg; Superintendent of  
Streets Laidlaw; Tom Carroll; PFC Commissioner Robert Ostrowski;  
David Woitczak; Dave Worzalla; Steve Plaski; Tyler Kiefer; Alan  
Hovorka – Stevens Point Journal; HR Manager Jakusz

Chairperson McComb called the meeting to order.

1. Revised Department Organizational Structure – Public Works  
Director Beduhn spoke on behalf of his request. He indicated that he has been reviewing the structure of Streets and Engineering since February. He said it comes down to “where do we want to be in public works”. He added that the job descriptions for three positions have been re-drafted and will be reviewed for grade placement (See Agenda Item #2). He feels that He added that once the correct structure is in place to accommodate a solid foundation, we can review whether further changes are necessary. He feels the recent change from Grade F to Grade G for positions was a positive step.

Chairperson McComb stated that there are advantages for this reorganization going into the future. It’s difficult for the Superintendent of Streets to be an expert in everything for each crew. In the future it may be difficult to hire a replacement.

Superintendent of Streets Laidlaw stated that the current operating model is better than 50 years old; it is an antiquated structure that is very vertical. He stated we can’t do everything and do all and do it well. He added that under the current structure the current assistant is reluctant to take on the role.

Alderperson Jennings asked Superintendent of Streets Laidlaw if those under him like this change. He replied that they worked on this together with Mary (Chairperson McComb) and Meleesa (Alder Johnson). He added that it is a good first step with more to do.

Alder Nebel stated that just because it's been done "this way" doesn't make it the right way to continue.

Alder Nebel moved to approve the revised organizational structure; Alder Dugan seconded.

Alder Dugan stated she had a long conversation with Director Beduhn about this.

Ayes all; nays none. Motion carried.

2. Positions seeking Reclassification/Review (information only; no action necessary)

Human Resource Manager Jakusz stated that per Administrative Policy 2.05, a list of positions seeking reclassification will be provided to the Personnel Committee after a request is submitted to Personnel. Once Springsted has completed their review of the positions, Per City Policy 2.05, reclassification requests and fiscal impact for those awarded by the salary plan consultant will come back to the Personnel Committee for consideration.

Director Lemke reviewed the reclassification requests submitted on behalf of the Transit Manager and the Operations Supervisor at Central Transportation.

3. Request(s) for additional staff (non-levy impact)

Police Department

- \*Additional CSO (Community Service Officer) hours

Community Development

- \*.6 FTE Clerical position

- \*Neighborhood Improvement Monitor(s)

Fire Department  
    \*Fire Marshall  
Comptroller/Treasurer's Office  
    \*.5 Account Clerk I  
City Clerk's Office  
    \*.5 Clerical position

Mayor Wiza stated that due to the City Clerk's resignation, he would suggest postponement of the .5 Clerical position for that department to allow further discussion of how that department may look. Chairperson McComb stated that she respectfully disagrees with Mayor Wiza.

Following presentations by each of the department heads making requests for additional hours/positions, Alder Jennings moved to approve the non-levy impact positions requested with the understanding that if the department doesn't have funding available, the position will not be filled; Chairperson McComb seconded. Ayes all, nays none. Motion carried.

4. Presentation by Departments Heads outlining future position needs (information only; no action necessary)  
Chief Finn, Chief Skibba, Directors Beduhn, Ostrowski, Lemke and Schrader as well as Comptroller/Treasurer Ladick and HR Manager Jakusz gave a presentation relating to future new position needs and indicated that they are working cooperatively to find ways to phase in new positions. The intention of the process is to be similar to the capital budgets looking several years in the future.

Several members of the Personnel Committee applauded the group for their efforts in working together.

5. Request(s) for additional staff (levy impact)  
Police Department  
    \*Full-time Drug Officer  
Chief Skibba stated that his department has submitted grants to offset the cost of this position in 2017 and 2018 but has not been successful. He added that it doesn't change the need. He stated that in the early 2000's the PD had two drug officers and are now down to one. He added that he is able to fund \$20,000 of the cost of this additional position. He stated

that if the City is unable to fund this position in 2019, it would be added to Phase 3 of the presentation given in agenda item 4.

Chairperson McComb asked what dollar amount is needed from the City; Chief Skibba replied approximately \$67,000. He added that the PFC authorized him to bring forward this new position request.

Alder Nebel moved to approve the request; Chairperson McComb seconded.

C/T Ladick stated that it is still too early in the budget process to know if money will be available to fund this position. He added that by the October budget presentation he will have a better idea.

Alder Nebel asked if the funding could come out of the City's contingency fund. C/T Ladick replied that new positions are an on-going obligation; generally contingency funds are used for a one-time expense.

PFC Commissioner spoke in support of the request and strongly encouraged approval of the position.

Ayes all, nays none. Motion carried.

6. Starting pay for Seasonal Employees.

Director Schrader that this suggestion came up at the August Personnel Committee Meeting. He would like to start seasonal positions at \$11 per hour in 2019 due to the competition with other part time employers in the area. He referenced his memo which included other nearby communities and what they pay their seasonal employees.

Comptroller/Treasurer Ladick stated that at this point we are unsure of 2019 funding; once we have state aid numbers we will have a better idea. Based on discussion with the Finance Committee 2020 budget would focus exclusively on new positions and take care of wages in 2019.

Alder Nebel moved to approve; Alder Dugan seconded. Ayes all, nays none. Motion carried.

7. Ordinance Amendment for Election Officials (poll workers) and Canvass Board members.

Clerk Moe referred to the memo included in the agenda packet. He also stated that this increase was included in the budget submitted for 2019.

Alder Jennings moved to approve; Alder Nebel seconded. Ayes all; nays none. Motion carried.

Adjournment – 8:40 p.m.