

Meeting Minutes

PERSONNEL COMMITTEE

Monday, April 9, 2001 - 6:55 P.M.

City Water Department - 300 Bliss Avenue

Present: Chairman Rackow, Alderpersons Sevenich, Pazdernik, Seiser, Kedrowski

Also Present: Mayor Wescott, City Attorney Molepske, C/T Schlice, Clerk Zdroik, Directors Disher, Gardner, Schrader, Van Alstine; Alderpersons Walther, Barr, Molski, Nealis, Phillips, Moore; Mayoral Assistant Marciniak, Personnel Specialist Jakusz, Police Captain Daubert, Portage County Personnel Director Freiberg, Susan Kampmaier (Journal), Gene Kemmeter (Portage County Gazette)

1. Consideration of change to mileage reimbursement rate.

At the October 9, 2000, Personnel Committee meeting, Comptroller-Treasurer Schlice addressed a memo to the committee requesting that the mileage reimbursement rate be reviewed. This request was made by some city employees to the Comptroller-Treasurer.

The mileage reimbursement rate at that time, per City Administrative Policy, was 28 cents a mile.

After a lengthy discussion, the request to increase the mileage reimbursement rate was increased from 28 cents a mile to .325 cents a mile, effective October 17, 2000. The Council approved the mileage reimbursement increase at its October 16, 2000, meeting.

Once again, C/T Schlice received some information via e-mail which indicates that the IRS has increased mileage reimbursement to .345 cents a mile for 2001. With that information, the request to increase the mileage reimbursement to .345 cents per mile, effective May 1, 2001, is being brought back to the Personnel Committee for its consideration.

Ald. Kedrowski asked what the monetary impact was when the mileage reimbursement rate was increased from 28 cents per mile to .325 cents per mile.

C/T Schlice stated the overall increase was approximately \$200.00.

Ald. Pazdernik noted that at the October 9, 2000, Personnel Committee meeting, comparables were provided to the committee members for their review. The comparables showed reimbursement rates for the City, Portage County, Stevens Point schools, State of Wisconsin, University system and some surrounding municipalities. This information was not provided at this time, the alderman said.

Ald. Rackow moved, Ald. Pazdernik seconded, to leave the mileage reimbursement rate the same as it is, .325 cents per mile.

Ayes: Chairman Rackow, Ald. Pazdernik, Seiser, Kedrowski.

Nays: Ald. Sevenich. Motion carried.

2. Introduction of revision to the Management Pay Plan.

Personnel Specialist Jakusz stated the current management pay plan took effect in 1995. There were several revisions made to the plan before it was approved and implemented.

A few concerns were raised in following the pay plan. Employees are hired at the minimum rate. These employees are moved to the mid-point after four to six years, usually five years according to the management pay plan, after a satisfactory performance evaluation. Newly hired employees who are just getting acclimated to their jobs are just getting the cost of living adjustment and are not progressing on the pay plan until after five years which is a very drastic jump in some instances. An example is Grade X. The employees in this grade get an almost \$8,000.00 increase from minimum to mid-point.

Specialist Jakusz informed the committee that Portage County and the City of Marshfield have given consideration to their employees on their anniversary dates every year until they reach a certain point in the pay plan where they get cost of living increases with a satisfactory performance evaluation.

There is also a little bit of other concern about the pay plan. According to another portion of the pay plan, employees who are at the minimum for two years are probably not performing satisfactorily. They have to stay at a minimum of two years regardless.

Ald. Seiser asked when an employee gets their annual review, can the supervisor request more money for the employee that is over and above the cost of living expense?

Specialist Jakusz said the supervisor can make a request to the Mayor and ask for a special bonus for the employees. This bonus will not be added to the base salary but rather is given as a one time compensation.

The Personnel Specialist feels there is a problem with the plan. She does not think an employee on a higher grade, who is at the minimum should get an \$8,000.00 rate increase when the employee gets to the mid-point.

Ald. Molski stated that when she was the City's Personnel Manager, she talked to the Mayor and asked to proceed on a yearly basis and move the employees gradually across. She also feels there is a problem with the plan when higher grade employees get a rate increase of almost \$8,000.00 when they get to mid-point. These employees could be growing in their knowledge of their positions and contributing more during that time but are not being rewarded for it, the alderperson said.

Ald. Kedrowski added that the pay increase is not automatic. Employees must earn it.

Chairman Rackow said performance evaluation is an integral part of the pay plan and the performance evaluation process has a definition for each level of performance.

Mayor Wescott indicated the pitfall of the plan is that an employee who attains a less than satisfactory review still gets a cost of living salary adjustment by the direction of the City Council.

Ald. Pazdernik feels the City is moving in the right direction. The alderman thinks the way the plan is set up now is that employees aim for the satisfactory evaluation and are happy about it. He feels there should be a spot for satisfactory, a spot for above satisfactory, and a spot for

exceptional. The employees have to get more than satisfactory.

The mayor said the employee and the supervisor agree as to what the goals are. The employee knows what he/she has to do to attain satisfactory so there is no surprise to the employee.

Mayor Wescott stated this is just being introduced tonight. What the committee is trying to do is create a system that would accomplish some goals as mentioned by several alderpersons tonight; to try and rework this plan to accomplish our goal setting. The mayor advised the committee members to take it home and study it and give their input/feedback to Specialist Jakusz.

3. Adjourn into closed session pursuant to Wisconsin Statute 19.85(1)(e) for an update on bargaining, approximately 5 to 10 minutes.

Ald. Seiser moved, Ald. Pazdernik seconded, to adjourn into closed session.

Roll Call: Ayes: Chairman Rackow, Alderpersons Sevenich, Pazdernik, Seiser, Kedrowski.
Nays: None. Motion carried.

4. Adjournment - 7:25 P.M.

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