

Meeting Minutes

PERSONNEL COMMITTEE

Monday, December 10, 2001, 8:15 P.M.

Council Chambers - County-City Building Present: Chairman Rackow, Alderpersons Sevenich, Filipiak, Seiser, Moore

Also Present: Mayor Wescott, C/T Schlice, Clerk Zdroik, Directors Disher, Schrader, Van Alstine; Alderpersons Walther, Sowieja, Barr, Molski, Nealis, Phillips; Police Captain Daubert, Mayoral Assistant Molepske, Personnel Specialist Jakusz, Barb Martin (Journal), Gene Kemmeter (Gazette)

1. Pay increase for Crossing Guards.

This request was made by Police Chief Carpenter on behalf of the Police Department. The Police Chief is requesting that the Personnel Committee consider granting a 3.4% pay increase per crossing guard duty assignment performed in 2002. The current rate is \$7.43. A 3.4% increase would establish the 2002 rate at \$7.68 per crossing guard duty assignment performed.

Crossing guards are part-time employees and are not eligible for other benefits.

This request is in the 2002 budget, according to Comptroller-Treasurer Schlice.

Ald. Filipiak moved, Ald. Moore seconded, for approval of the 3.4% pay increase per crossing guard duty assignment performed during 2002.

Ayes, all; nays, none. Motion carried.

2. Request to set pay rate for Engineering Aides.

Director Van Alstine, in a memo addressed to Mayor Wescott, is asking to adopt a pay scale for the Engineering Aides. This pay scale would be similar to the one that exists for the Parks Department.

The Director would like to continue the base rate at \$9.25 per hour, as set by the Common Council on April 17, 2000, but offer an additional 25 cents per hour for each subsequent year students come back. He feels this will be an incentive for the students to return each summer thereby reducing training time.

Allowance was made in the 2002 budget to accommodate this request per C/T Schlice.

Ald. Seiser moved, Ald. Filipiak seconded, to approve the pay scale for the Engineering Aides.

Chairman Rackow noted that in Director Van Alstine s memo, the base rate is \$10.00. It should read \$9.25.

Ayes; all; nays, none. Motion carried.

3. Request approval of revision to Administrative Policy 3.03 - Mileage Chart.

The mileage chart in the City Administrative Policy has been updated to show mileage between cities. Mileage has been calculated from the center of the departure city to the center of the destination city. Some destinations that were not widely used by City employees were deleted.

Ald. Molski informed the Committee that the current mileage chart came from the UW system.

Ald. Sowieja asked how many adjustments were made on the mileage chart?

Personnel Specialist Jakusz said five to seven cities were altered. These cities either increased or decreased in mileage.

Ald. Seiser moved, Ald. Sevenich seconded, to approve the updated mileage chart for the City of Stevens Point.

Ayes, all; nays, none. Motion carried.

4. Request approval of LTE Comptroller/Treasurer s Office.

Comptroller-Treasurer Schlice is requesting permission to hire a limited term employee for his office. One member of his staff will be on medical leave for a period of six weeks during the first part of 2002. This request is necessary because this is a busy time for his office due to tax collection.

Ald Sevenich moved, Ald. Moore seconded, for approval of the request to hire a limited term employee for the Comptroller-Treasurer s office for period of six weeks, with an additional week for training, if needed.

Ayes, all; nays, none. Motion carried.

5. Extension of Management Pay Plan beyond 12/31/2001.

Chairman Rackow said he considers a very important portion of the Management Pay Plan is that the job descriptions are reviewed annually and updated if necessary.

Ald. Phillips is concerned on extending the pay plan every year without revisions or changes to it.

Chairman Rackow agreed there probably are some changes that have to be made but the administrative plate is full this year and the City was not able to undertake these changes this year.

Ald. Molski suggested having a new Management Pay Plan drawn up. She further advised that changes to the pay plan should not be done on a piecemeal basis but rather on the whole plan. The Alderperson also recommended that the pay plan work be done by an outside individual or firm and not somebody from City government.

Chairman Rackow said the pay plan has been looked at over the years and some areas of the pay plan need attention. It is better to go with what

we have than not having one, he said.

Specialist Jakusz informed the Committee that key persons in positions will retire in a few years. She feels there is a need to visit the Management Pay Plan and the cost of hiring an outside firm to do the study will be budgeted.

Ald. Barr stated the author of the present Management Pay Plan passed away before the City could derive the benefit of the pay plan. He also suggested bringing in an outside firm or individual to visit it again.

Chairman Rackow said the Management Pay Plan will probably be visited in 2002.

Ald. Moore said being a new alderman in the Council, he is not aware of the issue and a one sentence explanation is not enough to expect him to give a logical vote.

Ald. Sevenich moved, Ald. Filipiak seconded, for approval to extend the Management Pay Plan from December 31, 2001, to December 31, 2002.

Ayes: Chairman Rackow, Ald. Sevenich, Filipiak.

Nays: Ald. Moore. Motion carried.

6. Adjournment - 8:30 P.M.

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