

Meeting Minutes

PERSONNEL COMMITTEE

Monday, August 14, 2000 - 6:25 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, Alderpersons Walther, Barr, Molski, Phillips; Directors Gardner, Schrader, Van Alstine; Intern Mayoral Assistant Marciniak, Personnel Specialist Jakusz, Police Captain Dowling, Assessor Kuehn, Water and Sewer Administrator Disher, Mike Jacquart (Journal), Gene Kemmeter (Portage County Gazette), Scott Krueger (WIZD)

1. Request(s) for out-of-state-travel.

Assessor Kuehn, in a memo addressed to the Personnel Committee, is requesting permission to attend the sixty-seventh annual International Association of Assessing Officers conference to be held in Miami, Florida, on September 9 - 12, 2001. Total cost of the conference is under \$1000 and the funds have been budgeted in the 2001 budget. As a past president of the association, Assessor Kuehn has been awarded free registration the cost of which is approximately \$525.

Parks Director Schrader, in a memo addressed to Personnel Specialist Jakusz, is requesting permission to attend the National Parks and Recreation conference in Denver, Colorado, on October 3 - 7, 2001. The total cost of the conference is \$850 and the funds have been budgeted in the 2001 budget.

Ald. Pazdernik moved, Ald. Seiser seconded, to approve the requests for out-of-state-travel in 2001 for Assessor Kuehn and Director Schrader.

Ayes, all; nays, none. Motion carried.

2. Request for a temporary pay increase in the Parks Department.

Parks Director Schrader is asking that the Arborist, a union position who is assuming some of the duties of the City Forester be compensated an extra \$1.50 per hour. The current City Forester, whose last day of work with the City is September 1, 2000, is on vacation until his retirement date.

The difference in the starting rate of pay between the City Forester and Arborist is approximately \$3.00 an hour. The Parks Director said the \$1.50 per hour temporary pay increase for the Arborist is justified.

Ald. Kedrowski moved Ald. Sevenich seconded, to approve the request for a temporary pay increase of \$1.50 per hour for the Arborist who is assuming some of the duties of the City Forester until the City Forester position is filled.

Ayes, all; nays, none. Motion carried.

3. Discussion and possible action on a new position request - Electrical Inspector.

Community Development Director Gardner, in a memo addressed to Mayor Wescott, is requesting permission to create a new, permanent one-quarter time position of Electrical Inspector.

The City currently employs two full-time inspectors positions. One inspector maintains certification for one-and two-family structures, HVAC, and electrical inspection; commercial building inspection, and commercial electrical inspection. The second position maintains certifications for one-and two-family structures, HVAC, electrical, and plumbing inspection; commercial building inspection; and functions as the zoning administrator. In addition, both inspectors are responsible for enforcement of existing housing inspections and enforcement of the maintenance and occupancy codes.

Director Gardner researched how other comparable communities handle their commercial electrical inspection responsibilities.

Wausau has a certified commercial electrical inspector whose responsibility is electrical inspection and serves as a supervisor in the department. He is being compensated \$51,216 not including fringe benefits.

Wisconsin Rapids and Marshfield have contracted with one individual from North Central Regional Planning at a cost of \$36,991 per municipality to provide twenty hours per week of commercial electrical inspection to each city.

Director Gardner is proposing to create a not-to-exceed one-quarter time position to fulfill the commercial electrical inspection duties. The recommended salary for this permanent one-quarter time position is \$20.51 per hour which is comparable to that of the part-time plumbing inspector position.

Director Gardner further requests that the City be responsible for some fringe benefits in addition to the \$20.51 per hour salary. The fringe benefits would be minimal due to the limited nature of employment.

The director offered three options.

1. Not replace the electrical inspector and rely upon the state to inspect commercial properties. The state inspector has thirty-three counties to cover and will not adequately inspect City commercial projects. This option is not recommended.

2. Hire a full time commercial electrical inspector. Director Gardner did not feel that a full time electrical inspector was warranted and did not feel that would be an economic solution.

3. Hire a one-quarter time commercial electrical inspector and hire a full time inspector that would be responsible for zoning, housing, state residential and commercial code enforcement.

Director Gardner recommends option 3 as being effective and most economical.

In response to a question about compliance, Director Gardner stated it is not the department s intention to levy fines but to gain compliance wi the code by working with the contractor and owner. Issuing orders is the final alternative in gaining compliance with the code.

Director Gardner noted that most cities have specialized inspectors. The City of Stevens Point has cross-trained inspectors which resulted in two full time inspectors and one one-quarter time plumbing inspector.

Ald. Seiser moved, Ald. Pazdernik seconded, to approve the creation of a new, permanent one-quarter time position of Electrical Inspector in the Community Development Office.

Ayes, all; nays, none. Motion carried.

4. Adjournment - 6:45 P.M.

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