

Meeting Minutes

PERSONNEL COMMITTEE

Monday, December 11, 2000 - 6:50 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 Gardner, Schrader, Van Alstine; Alderpersons Walther, Barr, Molski, Nealis, Phillips; Intern Mayoral Assistant Marciniak, Personnel Specialist Jakusz, Police Captain Dowling, Assessor Kuehn, Water & Sewage Administrator Disher, Mike Jacquart (Journal), Gene Kemmeter (Portage County Gazette), Scott Krueger (WIZD)

1. Request to refill vacancies.

Police Department - In a letter addressed to Mayor Wescott, Police Chief Carpenter is requesting permission to fill the vacancy of a sworn police officer position. The Department received a formal written notice, effective January 1, 2001, of a retirement resignation from Sergeant Leonard Mlodik. Because of the lengthy process involved, the Police Chief is requesting to begin the hiring process immediately.

This request has been approved by Mayor Wescott and is in the 2001 budget.

Ald. Seiser moved, Ald. Pazdernik seconded, to approve the request to refill the sworn police officer position in the Police Department using the **Police and Fire Commission s eligibility list**.

Ayes, all; nays, none. Motion carried.

Street Department - Director Van Alstine is requesting permission to fill a vacant position in the Streets Department. The position became vacant when an employee in the department decided to relocate to another state. This position will be filled using the existing eligibility list.

This request has been approved by Mayor Wescott and is in the 2001 budget.

Ald. Sevenich moved, Ald. Pazdernik seconded, to approve the request to refill the position in the Streets Department using the existing eligibility list.

Ayes, all; nays, none. Motion carried.

2. Request for additional staff - Transit Department.

Transit Manager Lemke is requesting permission to add two Bus Operator Bid positions to the Transit Department. These bid positions will take work available due to vacation, sick leave, leave without pay, time off due to workers compensation leave, or other scheduled time off. It is anticipated that the addition of the two Bus Operators Bid positions will decrease the amount of overtime paid, which will result in a substantial monetary savings for the department, the Transit Manager said.

Ald. Phillips asked what kind of monetary savings will the City get out of this?

Transit Manager Lemke said there will be some savings to the City. She said the current practice does not allow the use of the Bus Operator Bid positions. A memorandum of understanding proposing these positions accompanied the 1999-2000 settlement agreement between the City and Local 309 (Transit). Ratification of the labor agreement was approved by the Common Council in its November 2000 meeting.

Ald. Seiser noted that she is supportive of the hiring of the two additional bus operators. It will allow for more flexibility and good service to the City, the alderperson said.

Ald. Rackow stated this will make the scheduling job easier for the Transit Department.

Ald. Phillips would like a report sometime on how much money the City will save or lose.

Specialist Jakusz added these are part time positions eligible for part time benefits.

Ald. Seiser moved, Ald. Sevenich seconded, for approval of the request to add two Bus Operator Bid positions to the Transit Department.

Ayes, all; nays, none. Motion carried.

3. Update on the Employee Suggestion Program

The last time the committee met was in 1997. The program was revived earlier this year and the committee met and acted on thirteen suggestions that were submitted by City employees in recent years. Monetary awards were given to employee suggestions that were reviewed and approved by the committee.

Ald. Kedrowski asked what the monetary awards were and what account did the money come from.

C/T Schlice said the awards ranged from \$25.00 to \$250.00 and the money came out of a budgeted account. The program pays fairly good with 90% of the savings going to the City and 10% going to the employee.

This Employee Suggestion Program is back on track and is viable, Personnel Specialist Jakusz said.

Ald. Molski said the department heads should act on employee suggestions a little faster. The employees feel it is useless when no immediate action is taken on their suggestions.

Specialist Jakusz said the committee meets on a quarterly basis if they have something to review and act on.

4. Non-represented employees salary increase for 2001 and update on Management Pay Plan Chart.

In a memo from Mayor Wescott addressed to the Personnel Committee members, the Mayor is recommending that a 3% increase be approved for all non-represented City employees for 2001.

The management pay plan chart will be adjusted to reflect the approved increase.

This recommendation is in concurrence with guidelines established for 2001. In the event labor union wage increases exceed 3% for 2001, the Mayor would recommend that non-represented employees be granted the additional increase to avoid issues relating to wage compression.

Ald. Rackow said typically the City waits until all contracts are settled before the non-represented employees salaries are set.

Ald. Kedrowski moved, Ald. Seiser seconded, to approve the 3% non-represented employees salary increase for 2001.

Ayes, all; nays, none. Motion carried.

5. Extension of Management Pay Plan beyond 12/31/2000.

Chairman Rackow stated the Management Pay Plan was supposed to be reviewed in 2000. Due to a heavy workload this year, no review has been done on the plan. If time permits, review and change to the Management Pay Plan could be done before December 31, 2001, and could be implemented sooner. The chairman said he is not in favor of putting the review off for more than one year.

Ald. Phillips and Ald. Seiser are requesting that the 2000 Management Pay Plan be attached to the December 11, 2000 Personnel Committee minutes.

Chairman Rackow said he is glad to see that in the Management Pay Plan the evaluation system is being followed.

Ald. Seiser moved, Ald. Pazdernik seconded, for approval to extend the Management Pay Plan to December 31, 2001.

Ayes, all; nays, none. Motion carried.

6. Discussion and possible action on implementation of a Preferred Provider Program effective 01/01/2001 for non-represented employees and retirees.

7. Discussion and possible action on implementation of a Post Employment Health Plan effective 01/01/2001 for non-represented employees. Items 6 and 7 of the agenda were deferred to the January 2001 Personnel Committee meeting.

Mayor Wescott and C/T Schlice indicated that the required flyers have not arrived. The Preferred Provider Program and the Post Employment Health Plan have income tax implications.

8. 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% pay increase per crossing guard duty assignment performed during 2001. The 2000 rate is \$7.21. A 3% increase would establish the 2001 rate at \$7.43 per crossing guard duty assignment performed.

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

Ald. Pazdernik moved, Ald. Sevenich seconded, for approval of the 3% pay increase per crossing guard duty assignment performed during 2001.

Ayes, all; nays, none. Motion carried.

9. Adjournment - 7:10 P.M.

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