

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, September 13, 1999 - 7:50 P.M.

Portage County Courthouse Annex - 1462 Strongs Avenue

Conference Rooms 1 & 2

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

Also

Present: Directors Gardner, Schrader, Van Alstine; Mayor Wescott, C/T Schlice,

Clerk Zdrok, Alderpersons Perlak, Kedrowski, Nealis, Niedbalski; Mayoral Assistant Bumgarner, Police Captain Dowling, Personnel Specialist

Jakusz,

County Personnel Director Freiberg, Susan Kampmeier (Journal), Jenny Beilke (Journal), Scott Krueger (WIZD), Gene Kemmeter (Portage County Gazette)

1. Amend organization chart placing the DP/Accounting Manager under the jurisdiction of the City Comptroller/Treasurer.

Personnel Specialist Jakusz stated the change is because of the close working relationship between the Comptroller/Treasurer and the Data Processing/Accounting Manager. The move occurred in November 1998.

Ald. Pazdernik moved, Ald. Walther seconded, to amend the organizational chart placing the Data Processing/Accounting Manager under the jurisdiction of the Comptroller/Treasurer.

Ald. Kedrowski asked who did the DP/Accounting Manager answer to before it was moved under the Comptroller/Treasurer?

Personnel Specialist Jakusz said the position was under the Administrative Services Department, reporting directly to the Mayor.

Ayes, all; nays, none. Motion carried.

2. Increase the Comptroller/Treasurer s salary effective 01/01/2000.

The salary comparison chart for the Comptroller/Treasurer s position, which was not included in the committee meetings packet sent out early was distributed to the committee members, copy attached. Municipalities included in the comparison chart are the Village of Brown Deer, New Berlin, Menomonie and Wauwatosa.

City Attorney Molepske was asked to comment on whether the salary for elected officials can be increased in mid-term. The counselor said the governing body, which is the Mayor and the Alderpersons could not obtain a salary increase during the term of office. As far as the other officers, like the Comptroller/Treasurer and the City Clerk, the salaries for these positions can be increased in mid-term, except for the first year of the term. Based on legal opinions from three counselors from the League of Wisconsin Municipalities, they all seem to agree, per language of the statutes, that mid-term salaries for non-governing body officials can be increased.

Ald. Pazdernik noted the salary comparison chart for the Comptroller/Treasurer position did not show any municipalities near Stevens Point, meaning Wausau, Wisconsin Rapids, or Marshfield.

Personnel Specialist Jakusz said in Stevens Point, the Comptroller/Treasurer is a combined position and has been this way in the last ten years. The municipalities used in the salary comparison chart for the Comptroller/Treasurer position are comparable to that of the City of Stevens Point.

Ald. Pazdernik referred to a memorandum from Mayor Wescott addressed to the Members of the City Personnel Committee dated November 8, 1996, copy attached. The memorandum showed where salaries of elected officials of neighboring municipalities like Wausau, Wisconsin Rapids and Marshfield were used in setting salaries for the Comptroller/Treasurer and the City Clerk for the ensuing term of office.

Mayor Wescott said sometime in 1995, then Personnel Manager Marge Molski did a survey which included Wausau, Wisconsin Rapids and Marshfield. The research found that there was an elected treasurer but did not take into account that there was also a Finance Director. **The Mayor said Mr. Schlice is doing both the Comptroller/Treasurer s and Finance Director s jobs.**

A copy of the 1999 City of Stevens Point Salary Plan was distributed by Personnel Specialist Jakusz, copy attached. Chairman Rackow commented that the salary plan shows a significant number of employees, by titles, showing salaries that are much higher than the **Comptroller/Treasurer. Since the Comptroller/Treasurer s position is an elected position, it is not in the salary plan.**

Ald. Pazdernik stated that many positions in the salary plan need advanced degrees. He feels there are some adjustments needed and he is uncomfortable doing a salary increase at mid-term. The alderman is concerned that the public might think the Comptroller/Treasurer is getting an increase because the alderpersons know him. He thinks it is dangerous and the proper thing to do is to increase the salary in the new term. There will be no second guessing then and setting the salary for the next term is only a year away.

Ald. Barr said the reason behind the request is because of the additional supervisory responsibilities. He has taken another manager position under him as well as the total responsibilities of accounting and data processing operations of the City.

Ald. Pazdernik asked if there will be a reduction in salary of the person who supervised the DP/Accounting Manager before? The DP/Accounting Manager was under the Administrative Services Department and reported directly to the Mayor. The alderperson said just because it can be done, it is not the most ethical thing to do.

Ald. Nealis feels the salary increase is long overdue especially when it is compared to the salaries of the other City department heads. He feels the \$5,000 salary increase is still not up to where it should be. The City has been getting by cheap for too long.

Ald. Kedrowski thinks the City is lucky to have Comptroller/Treasurer Schlice who does a very good job. He agrees with Ald. Pazdernik to some degree that there has to be some credibility in an elected official. He is in favor of an increase of half of the recommended \$5,000 for the year the increase is recommended.

Ald. Niedbalski said even if Comptroller/Treasurer Schlice receives the recommended \$5,000 salary increase, he is still below the other City department managers.

Ald. Pazdernik moved to delay the salary adjustment for the Comptroller/Treasurer until the new term which is only one year away.

Ald. Pazdernik's motion died for lack of second. The motion was then withdrawn by the alderperson.

Ald. Walther feels the recommended salary increase is in line with the increased responsibility. He fully supports the proposal made by Alderpersons Rackow and Barr.

Ald. Sevenich stated that Comptroller/Treasurer Schlice has done a wonderful job. The alderperson questioned if the length of service and additional responsibilities were considered in the salary adjustment?

Ald. Rackow said that Comptroller/Treasurer Schlice demonstrated a great deal of maturity and proficiency in the Council. The shorter budget deliberation and his diligence in his work have facilitated the speedy budget.

Ald. Sevenich moved, Ald. Walther seconded, to increase the Comptroller/Treasurer's salary by \$5,000, effective January 1, 2000.

Ayes: Chairman Rackow, Alderpersons Sevenich, Walther.

Nays: Alderpersons Pazdernik, Kedrowski. Motion carried.

3. 1999 Reclassification requests (Police Department, Transit, Administrative Services, Comptroller/Treasurer's Office).

Operations Supervisor - Transit Department. This position was in the clerical bargaining unit at one time. The position was created in 1998 after a reorganization of duties within the department. This position currently supervises individuals who are paid at a higher hourly rate.

Ald. Walther moved, Ald. Sevenich seconded, to reclassify the Operations Supervisor in the Transit Department to Paygrade III of the 1999 Salary Pay Plan, effective January 1, 2000.

Ayes, all; nays, none. Motion carried.

Account Clerk I - Comptroller/Treasurer. This is a represented position. This was originally a limited term part time position which was eventually increased to full time position. Increased responsibilities and a number of additional duties have been added to this position.

Ald. Sevenich asked if the estimated 1999 cost of \$1,456 constitutes back pay? Personnel Specialist Jakusz said this is a represented position which requires back pay to July 1, 1999.

Ald. Kedrowski moved, Ald. Walther seconded, to reclassify the position to \$11.74 per hour, which is the 1998 rate, retroactive July 1, 1999.

Ayes, all; nays, none. Motion carried.

Telecommunications Coordinator - Administrative Services Department. This position originally reported to the Director of Parks and Recreation. It was an hourly position which was not on the pay plan. In 1998, this position was transferred to the Administrative Services Department and additional responsibilities were added to the position. It is recommended that this position be reclassified to midpoint Grade II (\$28,971) of the 1999 Salary Plan.

Ald. Pazdernik asked what other cities have this position? County Personnel Director Freiberg said a list of comparables was submitted by the Telecommunications Coordinator but it is difficult to compare positions due to differences in job descriptions.

Telecommunications Coordinator asked for a chance to speak in defense of his original request.

Mayor Wescott stated that if the Telecommunications Coordinator Quirk has new information, he should simply sit down with the Personnel Specialist and County Personnel Director.

Chairman Rackow said that there will be no action taken on this item tonight but will be an agenda item in the October 1999 Personnel Committee meeting.

Records Administrator - Police Department. There will be no reclassification at this time for this position because of the recommendation to not reclassify this position. This is a management position.

Secretary - Police Department. This is a represented clerical position in the Records Bureau of the Stevens Point Police Department. No additional duties or responsibilities have been assigned to this position. The normal training of new employees due to turnover in staffing has been performed by this position. The recommendation is not to reclassify this position at this time.

County Personnel Director Freiberg stated that a lot of documentation were submitted for this position. The incumbent employee and the Police Department management personnel were interviewed and the decision not to reclassify this position was made.

Carol Grubba, AFSCME 348 Steward, read a letter in defense of the reclassification for Sandy Kratzke, the subject employee. A copy of the letter is attached.

Chairman Rackow said there will be no action taken on this item tonight but will be an agenda item in the October 1999 Personnel Committee meeting.

4. Adjourn into closed session pursuant to Wisconsin Statutes 19.85(1)(e) to discuss the status of labor negotiations, approximately 10 minutes.

Ald. Sevenich moved, Ald. Walther seconded, to adjourn into closed session.

Roll Call: Ayes: Chairman Rackow, Alderpersons Sevenich, Walther, Pazdernik, Kedrowski

Nays: None. Motion carried.

Ald. Rackow moved, Ald. Pazdernik seconded to reconvene into open session.

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

5. Reconvene into open session for action on tentative agreement with the Firefighters.

Ald. Pazdernik moved, Ald. Walther seconded, to approve the tentative 1999-2000 labor agreement with the Firefighters.

Information as to the monetary impact of the 1999 Firefighters labor agreement will be provided to Alderperson Phillips, per his request, on Monday, September 20, 1999, before the council meeting.

Ayes, all; nays, none. Motion carried.

6. Adjournment - 9:05 P.M.

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