

PERSONNEL COMMITTEE MEETING  
Monday, May 14, 2012 ~ 6:16 p.m.  
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson Moore; Alderpersons Slowinski, O'Meara, Patton,  
Phillips

OTHERS

PRESENT: Mayor Halverson; C/T Schlice; Clerk Moe; Alderpersons Suomi,  
Trzebiatowski, Beveridge, R. Stroik, Wiza, M. Stroik; Directors  
Ostrowski, Halverson, McGinty, Schrader, Lemke; Assistant  
Chief Zenner; Assessor Siebers; City Engineer Saunders;  
Assistant to the Mayor Pazdernik; Barb Jacob; Sharon Jakusz;  
Vern Nystrom; Greg Diekroeger; Brandi Makuski ~ Stevens  
Point City Times; Matthew Brown ~ Portage County Gazette;  
Human Resource Manager Jakusz

Chairman Moore called the meeting to order.

1. Request to hire a limited term employee for the airport.

Reference was made to the memo from Director Lemke that was included in the packet. Alderman Patton questioned what would happen if fuel income dropped. Director Lemke replied that the airport was revenue positive last year and he feels this provides a large enough buffer.

Motion by Alderman Slowinski, second by Alderman Patton to approve the creation of a Seasonal employee at the Stevens Point Municipal Airport not to exceed 780 hours with a proposed starting was of \$12.00 per hour. Ayes all; nays none. Motion carried.

2. Request to hire above minimum Wastewater Superintendent ~ Water Department

Reference was made to the memo from Mayor Halverson that was included in the packet. Alderman Phillips asked if this grade/step is granted, how long it would take the employee to reach the maximum step on the management pay plan. Mayor Halverson replied that it

would take approximately 15 years. Steps 1 – 7 are 1 year steps; steps 7 – 9 are two year steps and steps 10 and 11 are 3 year steps.

Motion by alderman Patton to approve the request to place the Wastewater Superintendent position in Grade J Step 4 which has an annual salary of \$62,579, Alderman O'Meara seconded; discussion ensued.

Alderman Patton asked what the employee's current salary is; Director Halverson replied that she believed it was in the upper 40's.

Barb Jacob stated that the City paid \$16,000 to have management pay plan done in 07 but we don't follow it. Up two steps and over 4; sounds like a good raise to me.

Alderman O'Meara stated that he is familiar with this job. It includes biology and lab work and requires the ability to measure within thousandths of a gram; it is part mechanic and part public relations person. This position competes with the Director of Public Works in complexity. The proposed wage is fair for the complexities of the position.

6:30 p.m.

Chairperson Moore recessed the meeting for the Special City Council Meeting.

6:31 p.m.

Chairperson Moore reconvened the Personnel Committee meeting.

Alderman Slowinski indicated he has no problem with the grade increase, but questions why we are so far off. Reference was made to the accompanying memo in the agenda packet, second paragraph:

"Just prior to when the management pay plan study was conducted in 2007, Eric had been eligible for and received his step increase from the minimum of the grade to the mid-point of the grade which afforded his position a large increase. The prior pay plan had a minimum, mid-point and maximum step; although no employee ever attained the "maximum" step and only on rare occasions did salaries ever exceed the mid-point.

As a result of his movement from the minimum to the mid-point under the old pay system, his salary was set at Step 9 of grade I on the new pay plan. Looking back, this placement was not ideal for this position based on the technical aspects and the regulatory requirements that must be strictly adhered to."

Mayor Halverson stated that a review of the current grades has been discussed; however, the associated cost for such a review is likely to be approximately \$20,000.

Alderman Phillips stated that if he (Jeremy Cramer) didn't want the job, outsourcing would be very expensive.

Director Halverson stated that Jeremy Cramer is a very good employee who is dedicated to saving the City money and has been very instrumental in the biogas project.

Human Resource Manager Jakusz stated that management pay plan studies aren't an exact science. When the study was conducted, employees were required to complete job description questionnaires and some employees did a better job of this than others. After the study was completed, some employees whose positions were evaluated appealed the placement of their position on the pay plan and some grades were modified.

Action on motion: ayes all; nays none. Motion carried.

3. Adjournment ~ 6:37 p.m.