

PERSONNEL COMMITTEE

JUNE 22, 2015

The meeting was called to order at 6:24 p.m. by Ald. Hohmann with the following Roll Call:

Members Present: Ald. Hohmann, Ald. Boelk, Ald. Longo

Members Absent:

Others Present: Mayor Redeker, Darlene Smith Lois Krueger, Ald. Neumann, Ald. Toellner, Ald. Schmidt, Mike Kurutz

Item #2 Approve the Minutes of May 26, 2015, meeting.

Motion by Ald. Boelk, second by Ald. Longo to approve the minutes of the May 26, 2015, meeting.

Motion carried unanimously.

Item # 3 Citizens Comments.

A. None.

Item # 4 Clerk's Report.

A. Review/Update Personnel Handbook

Clerk Smith reported on some updates needed in the Personnel Handbook. Section 1.12 – City Clerk was inserted to replace Comptroller/Treasurer; Section 2.8 – with the expectation was inserted and replaced is expected; Section 6.10 – who works 30 hours or more was deleted and Wisconsin ETF Eligibility Rules were inserted; Section 6.17 - \$550.00 was inserted to replace \$450.00. The Personnel Handbook will be continued to be updated as needed.

Motion by Ald. Hohmann, second by Ald. Boelk to approve the changes and update the Personnel Handbook. Motion carried unanimously.

Item #5 Discussion on Pay for Performance of City Employees.

Pay Scale program was reviewed and it had some pros and cons. In the Basic Plan only software is offered at a price of \$3,500 for the first year and \$2,250 the second and third years. In the Premium Plan software, training and support is offered at a price of \$5,000 for the first year and \$3,500 the second and third years. Mike Kurutz commented he would like the levels of pay for the employees the city currently has to be looked at. It was discussed that a dollar amount should be set aside for employee raises and put in the budget. It was agreed Ald. Longo would get some proposals/examples on Pay for Performance and then meet with the department heads to discuss.

Item #6 Discuss Longevity Pay with possible action.

There was discussion on rolling the longevity pay into the employee's hourly rate. If an employee works overtime this would increase their pay. The longevity payout at the end of the year would be eliminated.

Motion by Ald. Longo, second by Ald. Hohmann to recommend the longevity pay to be rolled into the employee's hourly rate. Motion carried unanimously.

Item #7 Review/Discuss 2016 City Contracted Services.

There was a list of all city contracted services provided which included Kunkel Engineering, Associated Appraisal, Wise Guy IT, Fire Inspections Inc. ,USA Fire Protection, Air Care, BP Gas, Lifequest, and the three attorneys who represent the city. Ald. Boelk would like all these services to be bid out for the 2016 budget. RFP's will need to be sent out. IT services, Fire Building & Equipment Inspections and HVAC Maintenance will be looked into getting bids for these services. This item will be on next month's Personnel Committee agenda.

Item #8 Adjournment

Motion by Ald. Longo, second by Ald. Boelk to adjourn at 7:02 p.m. Motion carried unanimously.

Darlene Smith, City Clerk