

PERSONNEL COMMITTEE OF THE WHOLE

JANUARY 25, 2010

The meeting was called to order at 5:25 p.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Moede, Ald. Gering

Members Absent:

Others Present: Mayor Heron, Kathie Wild, Deanna Boldrey, Ald. Voss, Ald. Smith, Mike Kurutz, Vern Hilker, Bill Linzenmeyer, Judy Bauer, Lisa Schmitt, Kathy Sertich, Marge Sertich, Nathan Kempke

Item # 2 Citizens Comments.

Kathy Sertich of 275 High Street commented that in the last two weeks she has had 83 people question her about the Non-Union Employee Handbook. She would like to know what comparisons have been done and has anyone set down with the non-union people and what they do. She noted that a lot of things change from year to year. She is also concerned about comments that the cart was put before the horse. Kathy noted that the Non-Union Employees are really not protected and are doing an excellent job representing the City. Kathy noted to look at the larger picture and to be sensitive to this group.

Item # 3 Convene into Committee of the Whole to discuss items on the Personnel Agenda.

Motion by Ald. Gering, second by Ald. Pasbrig to convene into the Committee of the Whole to discuss items on the Personnel Agenda. Motion carried unanimously.

Item # 4 Discuss Possible Solutions for Director of Public Works Position/Retirement.

Mayor Heron introduced the item and referred to Ald. Pasbrig. It was noted that Vern Hilker had requested information from three engineering firms and two are in the packet. Vern noted that he asked for no sales pressure from the engineering firms and that the two packets also include building inspector service. Vern noted caution to having all replaced at once. Right now General Engineering handles the building inspection needs and there are no issues at this time. Vern reviewed the packets and gave history for the engineering firms. Ald. Smith thanked Vern for doing this as usually it is done by someone else. Ald. Pasbrig thanked Vern for the information and asked the council to read through it. Ald. Gering questioned if Kunkel Engineering's organizational chart encompasses everything. Mayor Heron noted that the item should not be rushed, but a time line would need to be considered. Ald. Smith noted that the Mayor should contact the City Attorney and question possible conflicts of interest with firms that are already doing projects for the City or that may be bidding projects for the City. Ald. Pasbrig will meet with Vern to prepare the document for MSA.

Item # 5 Discuss/Recommend Non-Union Employee Manual Updates.

Ald. Pasbrig led the discussion by noting all council members and Department Heads were welcome to make comments and offer ideas. Ald. Pasbrig stated that he had looked at comparisons from 21 different municipalities that the Clerk had gathered from the clerk's network. He suggested that the handbook should be discussed section by section, noting that there may be areas that the language simply needs cleaned up.

It was noted that there were not any changes for sections 1.1 through 3.3.

Section 3.4 Direct Deposit. Suggested to strike through upon verbal request.

Ald. Voss noted that he wanted to discuss section 2.5 and asked why City employees live outside City limits. Ald. Smith noted that certain Department Heads are not eligible. It was noted that the this was set by resolution. Mayor Heron asked Ald. Voss for any suggestions. Ald. Smith commented that it needs some attention because some department heads such as the Police Chief, Fire Chief, and EMS Coordinator must live within City Limits; their residency is more specifically defined. There are exceptions because there is another resolution that the Police Chief and Captain need to live in the City Limits.

Section 4.2 Education Reimbursement changes were reviewed. Ald. Gering questioned if the approval process was covered under section 4.1. Bill Linzenmeyer questioned certification programs wording and if it was trying to say four year degree. Certification is a normal one week/two week program. The certification language was questioned. Mayor Heron suggested that it is the supervisor's responsibility to sort out what is reimbursed. Ald. Smith commented to remove lodging and meal reimbursement. Mayor Heron noted that the wording certification needs more clarification.

Section 4.3 Travel Policy changes were reviewed. Kathie Wild questioned the meal reimbursement and noted that she did not agree with removing the individual break down. Ald. Smith noted that there should be more enforcement on receipts. Bill Linzenmeyer suggested to do what we have been doing, and ask for receipts. Ald. Moede noted that \$50 is good and sufficient.

Lodging Allowance was discussed. It was noted using the most reasonable lodging should be sufficient.

Section 4.4 City Vehicle Usage was discussed with the suggestion to remove the item as there is not a City Vehicle available to all employees. Ald. Smith noted the item needs more thought; there may be an employee that does not have their own vehicle to drive but wants to go to training. Mayor Heron suggested that a City Car can be used at the department heads discretion. It was discussed that the Police Officers use squad cars.

Section 5.1 Working Hours was reviewed. Ald. Smith noted that it was normal within parameters of 2.10.

6.2 Sick Leave changes were reviewed. The suggested change was to change the maximum sick days to 90 days instead of the 120 days. It was noted that 120 days is a big budget item. It was noted that no one would have days taken away from them that may be at or near the 120 days.

Ald. Voss questioned section 6.1, asking if two personal days was too many. It was stated that 2 personal days is the norm.

Discussion of section 6.2 continued. Ald. Smith commented that the change should not apply to those that have earned the 120 days. Should be for new hires or change how many sick days could be earned per year. It was suggested to have the same number of sick days as the prison system. Kathie Wild noted that the number of days was all over the board per employee. Ald. Smith noted to grandfather the item except for new hires. Kathie noted that the problem with the change is what about the employees that are close to 90 days or what if the sick days are used, can the employee then accumulate back to the number of days they had. It was also noted that the Police Union has 132 maximum sick days and the DPW Union has a maximum of 138 sick days. Mayor Heron stated that the premise should be what can be afforded and that 90 days is a good number and then grandfather in. He continued with the question of what would be competitive. Ald. Voss stated that he agreed with Ald. Smith and that there should be a cut off point with new employees.

Section 6.3 was then discussed. Ald. Voss questioned how it compared with other municipalities. Ald. Pasbrig read the comparison with other municipalities. Kathie Wild noted that vacation time cannot be removed from employees during the year. They may have vacations already planned.

Ald. Pasbrig read the addition of carry over. The Mayor and Department Head would have to use common sense when approving.

It was suggested to add the resolution numbers with sections 6.10 and 6.11.

Section 6.5 was then discussed. It was questioned how far down in the family do we have to go for funeral leave, currently it is at 3 days.

Section 6.16 Uniform Allowance changes were discussed. Ald. Pasbrig read the section and described the changes. Ald. Voss stated that he hoped it was just for uniforms. Ald. Smith commented that there was nothing wrong with the language and amounts, there may be something wrong with the interpretation. He

pointed out that enforcement has to be clarified. Discussion of Uniform Allowance was ensued. It was noted that the Tag Center and City Hall do not get uniform allowance. Ald. Smith noted that he has looked at recent receipts and the bills appear once a year and for clothing that would be casual clothing or hunting clothing. Ald. Moede noted he agreed with the wording. Ald. Smith noted that it is worded fine. Kathie Wild noted that she keeps a spreadsheet of the items. Bill Linzenmeyer stated that there is a uniform policy and it is followed. Uniforms are an important part of the job. Ald. Smith questioned the amount of \$450. Ald. Pasbrig stated that it mirrors the union contract.

Section 6.17 was reviewed. \$120 per year for cell phone reimbursement was questioned if it was reasonable. It was noted that most use their own cell phones and do not bill the City for it.

Section 12 Pay Schedule section was also reviewed. The Pay Schedule was presented by Ald. Pasbrig. Mayor Heron commented that increases are given to department heads that request for increases. Ald. Pasbrig suggested to create a pool of money for raises and then divide it up. Kathie questioned who would do the performance evaluation and determine the raises. Bill noted that parity is needed and to treat everyone equal. Ald. Gering stated that he would like to see a merit based bonus program and formal review. Mayor Heron noted that reviews can be a listening session and keeps open communication. Ald. Pasbrig noted that he does not agree with parity. Ald. Smith stated that parity can work if you allow exceptions. Kathie questioned if no one does the performance evaluation then how does a non-union employee get a raise. Mayor Heron suggested that no one gets a raise until we are out of deficit and then have a pool just for raises.

Item # 6 Reconvene into Personnel Committee.

Motion by Ald. Smith, second by Ald. Pasbrig to reconvene into the Personnel Committee. Motion carried 5-0.

Item # 7 Receive, Consider, and Approve Committee of the Whole Report.

The Clerk reported that there were not any motions in the Committee of the Whole to report.

Item #8 Adjournment.

Motion by Ald. Gering, second by Ald. Moede to adjourn at 8:15 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk