

MINUTES
PERSONNEL COMMITTEE
Tuesday, September 24, 2013
City Hall, Room 207
6:55 p.m.

Members Present: Vice Chair Ald. Kocha, Ald. Tom DeWane, Ald. Tom Sladek
Chair Andy Nicholson (arrived at 7:05 p.m.)

Others Present: Director Lynn Boland, Director Dawn Foeller, Director Dawne Cramer, Director Greg Flisram, City Attorney Tony Wachewicz, Chief Litton, Assessor Russ Schwandt, Manager Falk, Manager Hinz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

3. Approval of the minutes of the meeting of September 10, 2013.

A motion to approve the minutes of the meeting of September 10, 2013 was made by Ald. DeWane seconded by Ald. Sladek. Motion carried 3-0.

4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Human Resources Assistant – Human Resources
- b. Park Maintenance Worker – Parks, Recreation & Forestry

Ald. DeWane inquired which position in Human Resources this request is for. Director Boland replied this is the front desk position. Tracy Hood has an opportunity for career advancement and is resigning effective September 27. Director Boland went on to explain that both HR Assistant positions have become vacant in the last four weeks as the other employee retired at the end of August.

Ald. DeWane asked to meet with Director Boland and Director Cramer at a later date to review the current number of Forestry positions and discuss if more positions are needed.

A motion to approve the requests to fill positions listed under item 4a and 4b and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

5. Request to fill the following position and all subsequent vacancies resulting from internal transfers and reclassify the position from Business Development Planning Specialist (Business/Industrial Park Emphasis) Pay Grade 33 to a Project and Program Manager at Pay Grade 34 in the Economic Development Department.

Director Boland stated the position is vacant due to the resignation of Jami Harrington. At the request of the Economic Development Director, Human Resources conducted a review of the revised position and is recommending a new Project and Program Manager position at grade 34. Ald. DeWane inquired about the salary range.

Ald. Nicholson arrived at the meeting.

Economic Development Director Greg Flisram explained the nature of the job scope has changed. The Business Development Planning Specialist position was focused heavily on the business and industrial parks and the transactional aspects of real estate development. The Project and Program Manager position would focus on project management of larger development and redevelopment projects and provide broader support to other staff.

Ald. DeWane questioned why the City would go away from developing the business and industrial parks. Director Flisram stated the new position would still work on the business parks, but the department needs someone who can bring a higher degree of project management expertise, ability, salesmanship and marketing capacity to the position. This position requires someone who can wear a lot of different hats and shift on the fly very quickly, know real estate, be comfortable talking to CEO level individuals, manage the business retention recruitment, manage the revolving loan fund, and support other activity for the City. Director Flisram went on to further explain the job scope of the position.

A motion to approve the request to fill and all subsequent vacancies resulting from internal transfers and reclassify the position from Business Development Planning Specialist (Business/Industrial Park Emphasis) Pay Grade 33 to a Project and Program Manager at Pay Grade 34 – Economic Development was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

6. Request to approve the classification placement of the following positions in the Administrative Salary Schedule, effective with the start of the payroll in which October 1, 2013 occurs.
 - a. Appraiser I – General Employees (Non-Exempt), Pay Grade 32
 - b. Appraiser II – General Employees (Non-Exempt), Pay Grade 33
 - c. Appraiser III – Directors, Managers and Professionals (Exempt), Pay Grade 36

A motion to approve item 6a, b and c was made by Ald. DeWane and seconded by Ald. Sladek.

Director Boland explained the Appraisers were previously represented by a bargaining unit. The Assessor contract expired at the end of 2011 and this group has not recertified as a result, these positions are no longer on a salary schedule. This request will classify the positions on the Administrative Salary Schedule. The Appraiser I position is being recommending at pay grade 32, which would result in a .9% increase, the Appraiser II position is recommended at pay grade 33, or a 1.1% increase. The Appraiser III position is being recommended at pay grade 36, or a 3.9% increase and will be changing from a non-exempt position to an exempt position. The Appraiser III will no longer be eligible for overtime.

Motion carried unanimously.

7. Request for out-of-state travel for 2-Fire Mechanics to attend the 19th Annual Spartan Chassis Fire Truck Training Conference from October 6 – 10, 2013 in Lansing, Michigan.

A motion to approve the request for out-of-state travel for 2-Fire Mechanics to attend the 19th Annual Spartan Chassis Fire Truck Training Conference from October 6–10, 2013 in Lansing, Michigan was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

8. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. DeWane, seconded by Ald. Sladek, motion carried unanimously.

9. Update and discussion regarding labor negotiations.

Director Boland stated there is no update at this time.

A motion to receive and place and file the update and discussion regarding labor negotiations was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. Kocha and seconded by Ald. DeWane at 7:17 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary