

MINUTES
PERSONNEL COMMITTEE

Tuesday, January 12, 2016
City Hall, Room 207
5:25 p.m.

Members Present: Ald. Andy Nicholson, Ald. Tom Sladek, Ald. Guy Zima, Ald. Tom DeWane

Others Present: Lynn Boland, Chief Litton, Chief Lewis, Steve Grenier, Dawne Cramer, Chris Pirlot, Melanie Falk, Coleen Hinz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Zima. Motion carried unanimously.

3. Approval of the minutes from the December 7, 2015 meeting.

A motion to approve the minutes from the December 7, 2015 meeting was made by Ald. Sladek seconded by Ald. DeWane. Motion carried unanimously.

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

a. Sewer Laborer – Public Works

A motion to approve the request to fill the Sewer Laborer position in Public Works and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek and seconded by Ald. DeWane.

Ald. DeWane inquired if any employees were currently training for this position. Director Grenier responded no, this position will be vacated on January 18 due to a retirement.

Motion carried unanimously.

b. Clerk III – Police

A motion to approve the request to fill the Clerk III position in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek and seconded Ald. Zima. Motion carried unanimously.

c. Word Processor – Police

A motion to approve the request to fill the Word Processor position in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

5. Request to fill Patrol Officer and Fire Fighter vacancies in 2016 that were approved as part of the budget.

A motion to approve the request to fill Patrol Officer and Fire Fighter vacancies in 2016 that were approved as part of the budget was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

6. Request to reclassify the Assistant Fire Chief positions from pay grade 40 (\$71,060 - \$88,279) to pay grade 41 (\$75,882 - \$94,309) effective at the beginning of the pay period in which January 1, 2016 occurs.

A motion to approve the request as presented was made by Ald. DeWane and seconded by Ald. Sladek.

Ald. Zima thought the committee was going to have some discussion regarding the minimum step increase for reclassifications. Under the proposed salary range the Assistant Fire Chiefs will be placed on a step of the new schedule that provides a minimum increase of 5%. The maximums from pay grade 40 to pay grade 41 are close to \$6,000.

Director Boland stated the minimums will be looked at in the future as part of any revisions to the salary schedule. As requested, the revised job descriptions for the two Assistant Fire Chief positions were included in the packet with the new job duties underlined. The additional salary information requested was also included on the salary survey. The additional jurisdictions include Wisconsin Rapids, Stevens Point, Marshfield, Sturgeon Bay and Marinette. These jurisdictions are not typically included in our salary surveys as they are significantly smaller in size than our usual comparable. DePere and Manitowoc are usually included even though they are much smaller because of their location to the immediate area.

Ald. Zima stated Council approved the Fire department reorganization which eliminated one position and created the two assistant chief positions, but feels the maximum increase should be around 3%. Ald. Zima questioned if the committee could discuss changing the policy from 5% to 3% since the item is not on the agenda.

Director Boland wasn't aware the committee was planning on having that discussion today, but will put this request on the next agenda for discussion. A 3% increase would be appropriate based on information gathered recently from other jurisdictions on how they are handling moving someone from one classification to another.

Ald. Sladek stated even if the policy was 3%, it wouldn't change the recommendation here. Director Boland stated the classification would be the same, the question would be the step placement, whether it would be step 3 or step 4.

Ald. Zima moved to amend the motion to approve the request to reclassify the Assistant Fire Chief positions from pay grade 40 (\$71,060 - \$88,279) to pay grade 41 (\$75,882 - \$94,309) effective at the beginning of the pay period in which January 1, 2016 occurs and place the incumbents on a step that provides a 3% increase. Ald. Sladek seconded the motion.

Under discussion, Chief Litton stated this situation is a little different than a regular reclassification. This is situation where the department eliminated a job, and took those full responsibilities from that position and distributed the work load onto two other positions. The department is asking those two employees to take on a drastically increased workload, which is underlined in the job descriptions. Chief Litton feels 3% isn't enough. The City saved approximately \$78,000 in the reorganization.

Director Boland stated based on the proposal of 3%, Asst. Chief Niefert would be placed on step 4 and Asst. Chief Elliott would be placed on step 3.

Chief Litton wants the committee to recognize the extraordinary effort these guys are taking on.

Ald. DeWane stated this was discussed thoroughly at the joint budget meeting and approved. The minimum increase needs to be looked at in the future, but this should be approved as is tonight.

Ald. Zima stated there seems to be some resonance amongst the committee for reducing it somewhat because we feel it's inappropriate with the times. Ald. Zima approves of the reclassification but is willing to hold this item and make it retroactive to the first of the year until the committee can discuss the policy and make a decision regarding minimum increases so that everyone is treated alike.

Ald. DeWane believes we are treating them fair. This was discussed extensively and agreed upon at the November budget meeting. The Fire department brought forward a cost savings and elevated job duties for these positions and the Council approved. A 3% increase may be fine for the future, but this request was discussed and we agreed to approve it exactly as is.

Ald. Sladek questioned whether there is really an issue to discuss. One of the individuals will clearly move to step 4, but the other individual may be affected by a change in policy. Director Boland stated it appears the second individual would be affected by a change in policy as he falls between 3%-5%.

Ald. Sladek is favorably disposed to changing the policy, but wants to separate the issues here. One is dealing with this reclassification and the other is changing the floor for a policy that we administer on an on-going basis.

Ald. Zima said these are some of the higher paid positions and is more disposed to cutting slack to people who are closer to the bottom of the totem pole because the cost of living is the same for everybody. These are substantial increases. Ald. Zima inquired how much a three percent increase would be.

Director Boland would have to review where the second individual would be placed on the Assistant Chief level as he's currently being paid at the Division Chief level. His current salary is \$82,720. Director Boland explained there have been other changes as to how these individuals will be compensated. As part of the reclassification, the Asst. Fire Chiefs will no longer receive the additional lump sum holiday pay.

Ald. Zima withdrew his motion taking the holiday pay into consideration.

Motion to approve the request as presented carried unanimously.

7. Request to consider contracting with Carlson Dettman Consulting to conduct a classification and compensation study of all regular positions in the City, except for protective service positions and engineering positions previously studied. The cost of conducting the study is estimated to be \$59,500, plus mileage and travel expenses not to exceed \$3,000.

A motion to approve the motion as presented was made by Ald. DeWane and seconded by Ald. Sladek.

Under discussion, Director Boland explained this request has been on the agenda several times. A complete study of all City positions has not been done for 25-30 years. There have been a number of requests to look at the classifications and we also need to look at our methodology. The recommendation is to conduct a classification and compensation study of the regular positions in the City, not including protective service positions or engineering staff previously studied. Director Boland discussed whether to include the Public Works and Parks maintenance positions with Director Grenier and Director Cramer. Those positions are included in the 170 job classifications and we recommend including all positions and going forward with the study.

Motion carried on 3-1 vote, Ald. Zima voted no.

8. Request to extend the contract with OST for an on-site physical therapist for one year, with four 1-year renewal options. Cost not to exceed \$20,000/year. Funding to come from a \$10,000 CVMIC grant and \$10,000 from the worker compensation budget.

A motion to approve the request as presented for discussion was made by Ald. DeWane and seconded by Ald. Sladek.

Director Boland stated the City contracted with Orthopedic Spine Therapy (OST) last year and a physical therapist has been working with both the police and fire department for injury prevention.

Ald. DeWane asked the Chiefs how the program was working. Chief Lewis replied the employees appreciate and are taking advantage of the program. Chief Litton stated the therapist brings a lot of expertise in ergonomics and is looking at how the department does our jobs to reduce injury. Ald. DeWane stated from both past experience and in listening to employees that have used the program, this is a good program.

Director Boland stated this is a good opportunity for both the City and the employees.

Motion approved unanimously.

9. Requests to approve out-of-state travel.

- a. Public Works - 4 employees to train on operation, maintenance and repair of the new tub grinder at the Morbark Company training facility in Winn, Michigan, January 20-22, 2016.

A motion to approve the request as presented for discussion was made by Ald. DeWane, seconded Ald. Sladek.

Ald. DeWane asked Director Grenier for a brief description of this request. Director Grenier explained the department purchased a new tub grinder in 2015, which is a large piece of equipment that takes big tree sections and grinds those up into compost. The vendor included a 3-day training course for two individuals as part of the purchase of the new tub grinder. The department is proposing to send four employees to training; 3 mechanics and one operator in order to take care of the investment that was made. Morbark has agreed to cover the cost of the registration and meals for the four attendees, if DPW covers the cost of lodging and travel.

Ald. Zima questioned what would happen if there was a huge snowstorm during that period of time. Director Grenier stated they would contact Morbark to discuss rescheduling the training if there was a short-term weather forecast indicating a snowstorm was eminent.

Motion carried unanimously.

- b. Public Works – Fleet Manager to attend the National Waste Expo in Las Vegas, Nevada, June 6-9, 2016.

Director Grenier stated the department included funding for various training opportunities in their 2016 budget and feels this expo would be beneficial for Mr. Wachtendonk to attend in order to stay current with the City's automated trash recycling processes. The conference includes technical portions to learn what other municipalities and jurisdictions are doing, along with a large trade show that provides an opportunity to view the newest equipment and see what industry standards are. The cost of this travel is \$950 and will be paid from the Public Works travel and training budget.

A motion to approve the out-of-state travel request for the Fleet Manager to attend the National Waste Expo in Las Vegas, Nevada was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

- c. Parks, Recreation & Forestry - Recreation Superintendent and Recreation Supervisor to attend the 2016 National Symposium-Parks and Recreation in Public Health in Bloomington, Indiana, February 10-12, 2016.
- d. Parks, Recreation & Forestry - Recreation Superintendent to attend the 2016 Great Lakes Parks Training Institute in Angola, Indiana, February 23-25, 2016.
- e. Parks, Recreation & Forestry - Recreation Supervisor to attend the 2016 Association of Aquatics Professionals National Conference in San Diego, California, March 5-10, 2016.

A motion to approve out-of-state travel requests items 9c, d and e for Parks, Recreation and Forestry was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

10. 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. Sladek and seconded by Ald. DeWane. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. Zima and seconded by Ald. Sladek at 6:00 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary