



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **Personnel Committee of the City of Stoughton**
Date/Time: **Monday, October 7, 2019 @ 6:00 pm**
Location: **Ed Overland Room - 381 E Main St, Stoughton WI 53589**
Members: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski and Mayor Timothy Swadley (ex-officio member)
City Personnel: Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, September 9, 2019 Personnel Committee meeting minutes
- 3 Communications/Updates
- 4 **Discussion and possible action regarding Utilities Compensation for 2020
- 5 Discussion and possible action regarding replacing Lieutenants position with a Sergeant (10pm-6am)
- 6 Future Agenda Items
 - Parks & Recreation Structure
- 7 Adjournment

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

If you are disabled and in need of assistance, please call 873-6677 prior to this meeting.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

NOTE: For security reasons, the front door of the City Hall Building will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrances.

PERSONNEL COMMITTEE MEETING MINUTES

Monday, September 9, 2019 @ 5:00 pm

Ed Overland – Stoughton

Present: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Thomas Majewski, Mayor Swadley and Director Gillingham

Absent & Excused: Sid Boersma

Also in Attendance: Director Montgomery, Director Friedl, Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 5:01pm.
2. **Approval of the Minutes** of the Monday, August 5, 2019 Personnel Committee meeting
Motion to approve Bartlett, second Majewski, Approved 4-0
3. **Communications/Updates**
Director Gillingham updated the committee on:
 - Working with Cottingham & Butler on benefits renewal for 2010. Looking for a cost effective change for our flexible spending after having some difficulties with the current company, EBC. The other options were BCC & Discovery. After review it makes the most financial sense to stay with EBC. Looked at cost comparison with Dean and used that information to bargain with Quartz who came back with a flat renewal for 2020 and a not to exceed renewal of 6% for 2021 and 7% for 2022 which saves the City \$124,000 a month. The goal is to take this to Finance & Council on September 24th for open enrollment in October/November.
 - Still working on renewal with Delta Dental but are waiting on the cost. Looking into going with Delta Premiere instead of Delta standard if we can keep the cost close to the same or 5% for part-time employees only.
4. **Discussion and possible action regarding Work Rules update**
Director Gillingham stated that the Work Rules team had finished going through the policies last week and that Generalist Skarda was working on updates to those. Once finished, the Policy Manual & Work Rules will be sent to the City's employment lawyer who will review them. Once he is done, the finished versions will go to Leadership, Personnel, and then Council for approval.
5. **Discussion and possible action regarding 2020 budget and compensation**
Mayor Swadley stated that regarding staff right sizing that they were waiting on information from state regarding new construction increase (100,000-120,000) and stated that with the insurance rate reduction there could be a 2% base budget increase. He stated they should know more in the next week or so regarding Finance budget/comp & benefits.

*****Chair Reeves read the State Statute to move the meeting into closed session at 5:09pm.
Motion to move to closed session Reeves, second Bartlett, Approved 4-0***
6. ****Discussion and possible action regarding Request for Reconsideration – IT/Media Services Information Technology Director**

7. **Discussion and possible action regarding Request for Reconsideration -Deputy Treasurer

Motion to move into open session at 5:40pm by Reeves, second Bartlett, Approved 4-0

Regarding closed session item #6:

Motion by Bartlett to approve the change of grade from 14 to 17 and the wage to max for the grade level at \$48 after approval by Finance and Council, second Majewski, Approved 4-0

Regarding closed session item #7:

Motion by Bartlett to approve the change of grade from 9 to 10 and the wage including 4% scale to \$30.50 after approval by Finance and Council, second Majewski, Approved 4-0

8. Future Agenda Items

Director Gillingham stated that she has been unable to work on this item while budget and benefit renewal is going on. She stated she would look at the structure of Parks & Recreation once the 2020 budget is done.

Motion to adjourn Majewski, second Bartlett, Approved 4-0. Meeting adjourned 5:55pm.

Memorandum

To: Personnel Committee
From: Chief Greg Leck
Date: 10/2/2019
Re: Authorization to Reclassify 2nd Lieutenants Position

Dear Personnel Committee Members,

The purpose of this memo is to request to reclassify the current 2nd Lieutenants position to create a Fourth Sergeant position. The current Lieutenant vacancy is the result of the resignation of Lt. Nathan Hartwig.

After careful consideration, I believe that at this time the department would be better served by creating a fourth Sergeant position then by filling the vacant Lieutenant position. Currently, the three sergeant positions work a flexible shift to maximize supervisory coverage. Obviously, with only 3 sergeants trying to cover 24/7 shifts leaves considerable gaps in supervision. Especially, during the late shift. This gap in coverage is very concerning and usually occurs during the 3:00 – 6:00 a.m. hours.

Further, the gap in supervisory coverage reduces the continuity of supervision during what is considered a low frequency, high risk time periods. What this refers to is a lower call volume but high risk type calls. The department has experimented with several different supervisory shift configurations, but have continued to see scheduling gaps. Usually, during the late shift hours due to trying to have a supervisor present during high call volume time periods.

By having a fourth Sergeant we could maximize supervisory coverage and hopefully provide more coverage through all shifts. Some of the current 2nd Lieutenant duties would then be subdivided into the duties of the four sergeants. This will likely increase the workload of the Chief and Lieutenant slightly but would be offset by a reduction in potential liability and more day to day supervision availability.

There would also be a cost savings of approximately \$9,000.00, or greater, as a result of the annual difference between the current Lieutenant pay and that of the current Sergeant salary. It would be our hope that this cost saving could be transferred to offset

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some of the costs of increasing the Community Service Officers(CSO) hours in 2020. The additional hours (request of 1560 hours per year) of the CSO would also help with reducing the amount of time that our current Lieutenant spends on assisting with Open Records requests and video processing. These are functions that can be switched to the CSO and would allow the Lieutenant more available time to deal with department administrative matters.

Given the departments current structure and personnel, we believe that this change would ultimately enhance supervision of department staff and functions.

Thank you in advance for your consideration of this matter.

Sincerely,

Gregory W. Leck
Chief of Police