

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, September 23, 2020 @ 7:00 pm
Remotely Via GoToMeeting

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

Absent: Sid Boersma

Also in attendance: Director Hebert, Director Glynn, and City Clerk Holly Licht, Fire Chief Joshua Ripp, Deputy Clerk Candee Christian

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 7:03 pm.
2. **Approval of the Minutes** of the Wednesday, August 19, 2020 Personnel Committee meeting minutes.

Motion to approve Hundt, second Majewski, Approved 4-0

3. **Communications/Updates**

- Director Gillingham noted that for Human Resources & Risk Management, working remotely is business as usual and yet not business as usual. HR is still doing a lot of recruiting and has had some recent hires.
- Director Gillingham stated that the full time custodian has been let go and the part time custodian has been moved into the full time position, so we are recruiting for a part time custodian at this time. She also noted the hire of two part time dispatcher and the on-going recruitment for a full time dispatcher to replace one that recently terminated her employment. She stated that there has been one hire of a Journeyman Lineman for the Utilities Dept. and that we are still recruiting for the position. Director Gillingham noted that there has been an increase in hires for the Fire & EMS Departments.
- Director Gillingham asked if the Personnel Committee would prefer a summary of recruiting/hiring/terminations emailed to them or if they preferred the update to be brought to them as communications at the monthly meeting. There was some discussion and it was decided that they would like the email.

4. ****Discussion and possible action regarding 2021 Personnel requests**

Chair Reeves explained that the Director from each department would take their turn in the order that they had arrived for the meeting. She further stated that the committee would listen to their presentations, take some time to ask questions and then move on to the next department. She noted that there would be no discussion or decisions made until after the other three departments presentations were heard at the next meeting.

Mayor Swadley asked that the committee keep in mind what their priorities might be as they are listening to the requests of each department. He further stated that when Director Friedl joins the meeting next week that they could go over some of the knowns and unknowns of what is available.

f) Recreation Presentation

Director Glynn presented his request for a full time Parks & Recreation Assistant. (See attached Recreation Presentation). Director Glynn spoke of new initiatives and anticipated projects that would take up much of his and the Recreation Supervisors time making it difficult to get the low-level tasks completed. Director Glynn stated that his department does a lot of things with not a lot of people. He stated they wanted to take the part time assistant position to full time but that they would take any hours they could get in order to have those low-level tasks completed. He further stated

that Stoughton is the only Recreation Dept. in the area to not have a full time assistant on staff.

Chair Reeves asked Director Glynn to please submit the information he has on the new initiatives and anticipated projects that he mentioned during this meeting via email. Director Glynn responded that he would email them to HR Generalist Skarda for addition into the minutes. (See attached Recreation 2021 Projects).

e) Public Works Presentation

Director Hebert presented his request for a full time Parks Maintenance Machine Operator. (See attached Public Works Presentation). Director Hebert stated that the department has asked more from the Parks Maintenance Supervisor in an administrative capacity. Director Hebert went over the list of duties that the Parks Maintenance Supervisor has taken on. He stated that the Parks Maintenance Supervisor is the only full time employee in Parks. He further stated that having another full time employee would ease the burden on that position and allow the Supervisor to train and supervise his seasonal employees more effectively. Director Hebert stated that his concern was that the parks service level may begin to slide backwards. He stated that it is his fear that due to the heavy workload and additional stress, the Parks Maintenance Supervisor may burn out if we are not able to provide him with some help.

Mayor Swadley stated that from what he has seen Hebert's time is more in demand for construction and TDS projects. His time is being diverted and his team has stepped up but that the stress is on Director Hebert and there is a breaking point. He stated that we need to keep a good thing going.

Director Gillingham stated due to the changing processes the Park's Maintenance Supervisor is on call 24-7. He is a very talented individual and we want to avoid stretching our talent to far.

Vice-Chair Hundt asked what would be the cost savings of reducing one long-term seasonal position. Director Hebert stated the department would save \$16,000 if they dropped one long-term seasonal employee. He also stated that the City is currently negotiating with the state DOT for additional funds to extend the connecting highway boundaries that currently end at Hoel and expend them to Roby Road. This extension would net the City an additional \$28,942 that could be earmarked for this position, as there are maintenance duties associated with the landscaping in the roundabouts and sidewalks in this corridor as it gets built out in 2022.

Mayor Swadley stated there had not been a decision made regarding the roundabouts yet. There was some discussion regarding what place the new position would provide for snowplowing.

a) City Clerk Presentation

City Clerk Licht presented her request for extra hours for the Deputy Clerk in order to bring the position up to full time. City Clerk Licht stated that with voter registration and absentee voting as well as operator's licenses, taxi and chicken licenses, Johns Disposal, being the liaison to the Food Pantry, and updating the City's website in regards to Clerks office updates, etc., the Deputy Clerk's duties require more hours. She stated that her fear is that if we do not fully fund the full time position, there may be inaccuracies and that there is also a risk of burnout for the employee in this position.

Mayor Swadley stated that Clerk Licht was modest about the hours she put in. He listed the committees she is involved with and stated the City risks burnout with Clerk Licht as well. Clerk Licht stated the Deputy Clerk is at 30 hours a week right now and pays for a higher portion of her benefits than a full time employee does. Director Gillingham stated that with a move to 40 hours that would increase the City's portion of benefits, WRS, and all other full time benefits. Mayor Swadley stated they had discussed the use of volunteers for counting ballots but that that might increase inaccuracies. Chair Reeves stated that she could see where during elections that the department would be extremely busy but asked if during off election season there is really the need for a full time Deputy Clerk. Clerk Licht stated that elections are not just at election time. There is at least 8 weeks prep beforehand and weeks after an election. Clerk Licht spoke of records management as something her department needed to get done as well. Mayor Swadley stated that this was a busy year with the census, and elections, and that the department will be responsible for redistricting and food carts, etc. He stated the department has excellent teamwork.

5. Future Agenda Items

- Parks & Recreation Structure
- Work Rules – New Format

6. *Motion to adjourn Hundt, second Majewski, Approved 4-0. Meeting adjourned 8:03pm.*

RECREATION ASSISTANT STAFFING REQUEST

Dan Glynn, Parks & Recreation Director



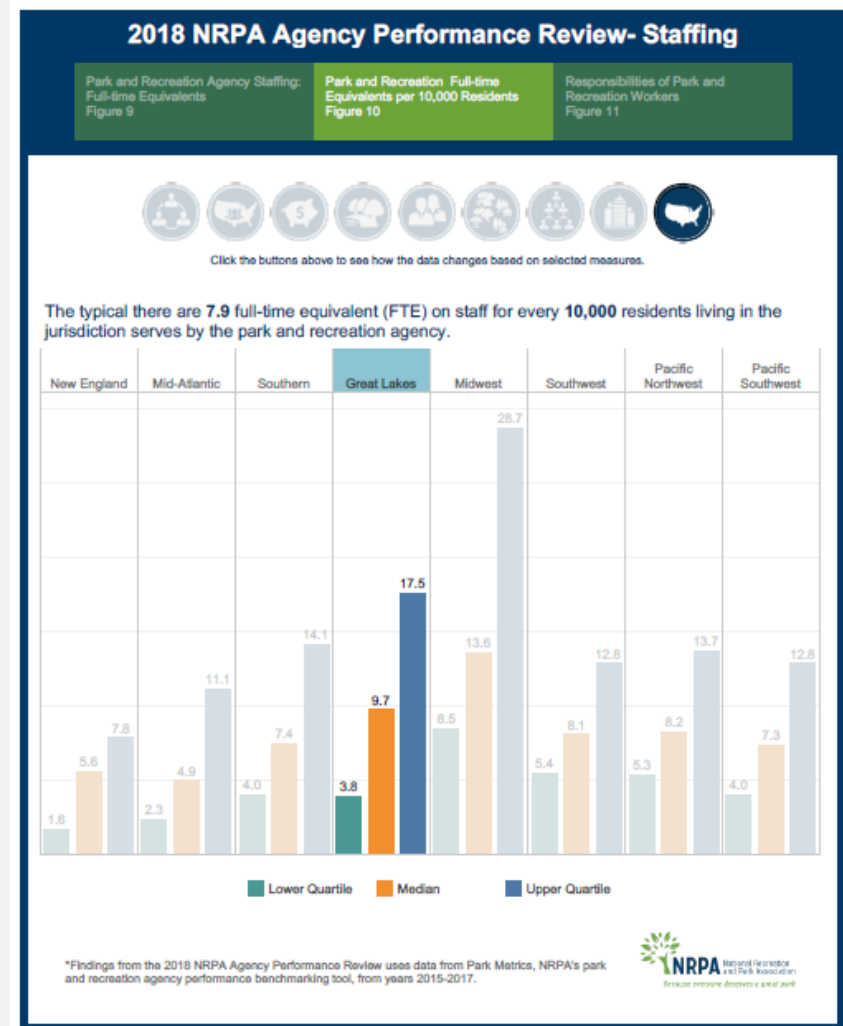
JUSTIFICATION – CURRENT STAFFING LEVELS

- Director
- Recreation Supervisor
- Youth Center Manager
- Youth Center Assistant (2) - .75 FTE Total
- Recreation Assistant - .38 FTE

JUSTIFICATION – DEPARTMENT RESPONSIBILITIES

- Parks Management
- Property & Facility Development
- Volunteer Management
- Visitor Services
- Youth Center Afterschool Program
- Recreation Programming
- Troll Beach

- 2020 City Staffing Levels – 8.85 FTE
- Median Staffing Level – 12.61 FTE



- Operations/Maintenance – 6.43 FTE
- Programmers – 3.28 FTE
- Administration – 2.40 FTE
- Parks & Recreation Current – 4.13 FTE



IMPACT – RECREATION ASSISTANT

- Perform lower level tasks
 - Visitor Services
 - Administrative Functions
 - Low Level Programming Tasks
- Delegation of Tasks – Parks & Recreation Director to Recreation Supervisor
 - Troll Beach
 - Parks Management
 - Volunteer Management
- Opportunities – Parks & Recreation Director
 - Strategic Planning
 - Property & Facility Development
 - Personnel Management – Cross Training

ALTERNATIVES

- Expand the Rec Assistant hours
- Less of an impact than FTE

2021 Park Projects

Yahara Riverfront Development – Major Tasks

- Revise BUILD Grant application
- WDNR Recreational Grant Program application
- DNR permitting meetings
- County coordination meetings
- Interfacing with the Hub and other media
- Township informational meetings
- Steering committee meetings

Racetrack Park Master Plan

- Layout parking, ADA pathways, and other major infrastructure. Would also give park expansion options.
- Estimated 12 months to complete. Racetrack Road is scheduled to be re-done in 2024. This could be pushed back one year, but it is essential that it is funded in 2022. The parking lots need to be replaced and there are major cost savings if they are planned when the road construction takes place. A realistic timeline is:
 - 2022 – Master Plan Development (layout parking and ADA pathways)
 - 2023 – Parking Lot & ADA Pathway Engineering
 - 2024 – Construction (in conjunction with road project)
- Work closely with the consultant on public input plan. This is what I did for Mandt Park's:
 - Refined survey with consultant
 - Coordinated and attended stakeholder focus group meetings
 - Coordinated and attended public meeting for concept options
- Attended meetings with consultants – Kick-off and periodical progress meetings

Dunkirk Park Master Plan

- The sport court needs to be replaced in 2022 and the playground and sport court need to be relocated for better visibility. Before the investment is made, a master plan should be completed to see how the park is used, identify any unknown issues, and what the users want to see improved. This is a 12-month process.
- Internally complete the master plan which includes:
 - Public Input Process
 - Surveys
 - Neighborhood Stakeholder Meetings
 - Concept/Draft Plan Feedback
 - Concept/Draft Plan Development
 - Final Master Plan Development
 - Compiling Master Plan Report

Virgin Lake Trail Extension Engineering

- This is to connect and widen the Virgin Lake Trail from Roby Road to the 51 West Development. It creates off-road trail linkage between Virgin Lake Park, east 51 West Park, and future Linnerud development park.

2021 Park Projects

- Solicit quotes for engineering expense
- Select engineering firm
- Kick-off and progress meetings

Rotary Park Restrooms

- The project was bid out this past summer and was over budget. The original engineer's estimate for excavation and connecting utility laterals (used for budgeting) was \$3,000 and a recent quote was \$35,930. Another unknown expense was the building's foundation. The geotechnical report found that there are poor soils and that a more extensive foundation is needed which costs an additional \$11,000 over the budgeted estimate.
- I have started soliciting quotes for the site work and it has been difficult finding an excavator able to do the work. I'm currently waiting to hear back from a local excavator that is believed to be able to do the work. It is likely we would be 10-20% over the budgeted amount if I act as the general contractor versus 50%.
- The construction may happen in the fall if the contractors are available, but it would most likely be a spring project.

New Development Parks

- There are two developments and three parks that are on the horizon and may need to be worked on in 2021. The latest I have heard is that Kettle Park West has been preliminary platted. The 51 West development has two parks since Highway 51 bisects the development. The developer would like to have the east park developed by 2022. A master plan for the parks need to be completed along with a cost analysis to budget for park infrastructure.

Bjoin Park Prairie

- Select a consultant to perform a prairie restoration and grow-in program at Bjoin Park to address wet turf grass areas that are difficult to maintain and unpleasant aesthetically. This was incorporated into the recently adopted Bjoin Park Master Plan.



Equipment Operator – Parks Maintenance

PROPOSED NEW POSITION

Overview of the Stoughton Parks System

- 23 Parks
- 8 Baseball/Softball Fields
- 9 Parks Shelters/Restrooms
- 13 Playground Structures
- 1 Splash Pad
- 1 Skate Park
- Frisbee Golf Park
- Troll Beach
- 5 Miles of Trail (Paved and Unpaved)
- 286.7 Acres / 120 Mowable



Current Parks Maintenance Staffing Levels

- Staffing
 - 1 Full Time Working Supervisor
 - 4 Long Term Seasonals
 - 4 Short Term Seasonal
- According to the National Recreation and Parks Association, there should be 9.7 FTE's for every 10,000 residents.
 - Current FTE's (Including Parks Maint/Park and Rec/Youth Center) **8.76**
 - Should have **12.61** based on a population of 13,000
- The working Parks Maintenance Supervisor is the only full time employee in Parks Maintenance

New Position Overview

- Full Time Employee – 2080 Hours
- Reports to the Parks Maintenance Supervisor
- *Equipment Operator Position
 - Operates large CDL and Construction Style Equipment
 - Construction and maintenance of parks trails and structures including adding ADA pathways
 - Performs parks maintenance duties as assigned
- Participates in Streets Snow Operations



Why is this Position Needed?

- We are asking more of the Parks Maintenance Supervisor from an administrative perspective:
 - RFP's/Quote packets for parks structure replacement
 - Turf Management Program
 - Oversee construction (Example: Lowell Park Playground, Norse Park Court and Paths)
 - Manages the Parks Maintenance Operating Budget
 - Assists the Director of PW with putting together the proposed operating budget
 - Creates CIP documents including quotes and supporting documents
 - Coordinates with user group representatives on field, trail, and special event use
 - Coordinates volunteers (examples)
 - Parks Signs (Adopt-A-Sign Program)
 - Cummins Volunteer
 - Sport group work days



Why this Position is Needed? (Cont.)

- Would allow the Parks Maintenance Supervisor to actually supervise and train staff more effectively
- Currently they are having to operate equipment that the seasonals can't run and supervise field operations at the same time.
- Being the only full time person, he is often pulled away from a task to meet with his staff, contractors or scheduled meetings.



Why this Position is Needed? (Cont.)

- Currently borrowing Streets Operators to do parks work
 - We all try to help each other, but the streets division is stretched thin as well
- In the winter, outside of snow operations, the Parks Supervisor is alone to perform necessary parks maintenance in preparation for the spring.
 - Ice Rink
 - Tree Trimming
 - Shelter Maintenance
 - Etc.



Why this Position is Needed? (Cont.)


- Would Participate in Snow Operations
 - We are in need of an additional snow operator
 - To maintain adequate service levels for snow operations, we need to add an additional plow route.
 - Furthermore, if we have one employee sick, we have no one to fill that route, leaving that route unplowed until the other operators finish their routes.



What if this Position is Not Filled?

- We fear our parks service level may start to slide backwards
- We would need to contract more work out when constructing parks features
- Examples of major projects that operators have helped with this past year:
 - Lowell Park Playground Structure Removal and Site Preparation
 - Norse Park Trail and Court Site Prep
 - Major Trail Grading and Maintenance
 - Brush Cutting with Skid Steer and Forestry Mower
 - Installing Drain Tile at Dunkirk Park
 - Grading Ball Diamonds with the Grader





What if this Position is Not Filled? (Cont.)

- Added stress on the Parks Maintenance Supervisor to get tasks accomplished with no additional help from a skilled operator
- Administrative duties may take a back seat to getting field work done
- Snow operations will continue to see service times go up and overtime may go up as well

Potential Additional Funding Sources

- Reduction of 1 long term seasonal position **\$16,000**
- Additional Connecting Highway Funds
for maintenance of Hoel to Roby - **\$25,000**