

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, October 1, 2020 @ 6:00 pm

Remote Via GoToMeeting

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

Also in attendance: Police Chief Greg Leck, Director James Ramsey, Fire Chief Joshua Ripp, Director Cindy McGlynn

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:01 pm.

2. **Communications/Updates**

Director Gillingham stated that HR is still recruiting for the Journeyman Lineman position. There were no further updates to report since last week's meeting.

3. ****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, ask questions and then move on to the next department.

a) Police Presentation

Chief Leck had two requests for the 2021 budget.

- 1- Community Service Employee from part-time to full time.
- 2- An additional full time sworn Police Officer.

- *Community Service employee:* This position was originally approved by the Council as a part time position at a higher wage rate (\$20) as the position was part-time and there would be no benefits. The Council was told the position would not go full time. If there were additional needs, the City would look at adding another part time or limited term employee. Because of the wage, the position would not move to full time. The Chief stated that this position has morphed into a vital role especially with reporting requirements. This position has also put forth a more consistent social media presence for the department. Chief Leck stated that this position is very active in parking enforcement and has expanded into motor vehicle registrations. This is a source of income bringing in \$35,000. He stated that he would like to see this position be backup to the Dispatchers, assist the Office Manager, backup for the crossing guards so that the sworn Police Officers are not pulled away from regular duty.

Alder Majewski stated that the duties that Chief Leck is describing sound like they are out of the scope of the original position description. Director Gillingham stated that this is true as the position description was focused on parking enforcement. She stated that with the addition of the duties described by Chief Leck, the position description would need to be rewritten and re-graded. Boersma asked if the position could go to $\frac{3}{4}$ time rather than full time. Director Gillingham stated that either way, a new position description would need to be written to reflect the duties and that WRS is available at 1200 hours per year. The cost would be between \$24,000 and \$65,000 ,with the benefits included, before the

regrade. Majewski stated that the numbers would go up with the regrade. Director Gillingham stated that the position was never intended to have the hours increased. This position was never intended to qualify for benefits. Chair Reeves stated that she remembered Alder Jensen and Chief Leck favored the additional hours for the CSO last year because it would be a revenue producer. Chair Reeves asked if there was data regarding parking enforcement revenue. Chief Leck stated that in 2019 there was \$17,000 - \$18,000 more in revenue, but that this year due to COVID and downtown construction those numbers were down. He stated the licensing had really picked up and was bringing in additional revenue.

- *Full Time Sworn Officer Request:* Chief Leck stated that his officers go call to call every day and there is no availability for traffic enforcement. He stated that they generally need to use overtime to cover and there is not much cushion for training, vacation, and comp time. Chief Leck stated they are still uncertain what the Stoughton School Board is going to decide in regards to the School Resource Officer (SRO). The School pays $\frac{3}{4}$ of the cost of the SRO. Alder Hundt asked Chief Leck if he knew how many hours of overtime were being used. Chief stated he did not have the numbers. Boersma asked if the position could be hired as part time instead of full time. Chief stated there is a hurdle due to the labor agreements that prevent the use of part-timers as primary. He said it is extremely difficult to find a pool of part timers. Majewski asked if, because school is virtual due to COVID, was the department using the SRO to fill in shifts. Chief stated that yes, training is being done in house and they are covering shifts with the SRO for now.

b) Library Presentation

Director Ramsey presented two requests. Both were to increase hours for existing positions.

- 1- Library Administrative Assistant from 18 to 20 hours per week.
 - 2- Circulation Supervisor from 30 hours to 40 hours per week.
- *Library Administrative Assistant:* (See attached Library Presentation). Director Ramsey asked that this position be moved from 18 hours per week to 20. He stated the compensation and benefits were not commensurate with the skills and responsibilities of the position. He stated that as the position stands, the department would be hard pressed to find someone to replace the person in the position should they decide to leave. Director Ramsey discussed the position responsibilities. Director Ramsey was asked to work with Director Friedl to see if there were any efficiencies that could be gained by eliminated possible duplication of efforts between this position and Finance.
 - *Library Circulation Supervisor position:* Director Ramsey stated that he believes it is the only supervisory position within the City that is not full

time. He stated that circulation is probably the busiest department within the Library. He stated it is the first desk you see when you enter. Director Ramsey stated that the person in this position is barely able to keep their head above water at 30 hours per week. Sometimes this affects the patrons when they are trying to return a damaged item as the Circulation Supervisor is the one that makes the decisions for damaged items. Alder Reeves asked if there were backup for this position when they are not there. Director Ramsey stated that while others can make some decisions, sometimes the patron has to return when the Circulation Supervisor is there. We would like to see a more consistent presence who is able to assist our patrons right away. Director Ramsey stated that the cost would be less than stated, as the person in the position would not be taking benefits. There was some discussion regarding accounting tasks that the position was doing that could be done by the Finance Department. Hundt asked what would be needed to make the position competitive. Director Ramsey stated it should be eligible for time off, vacation and sick time. It should be eligible for all benefits.

c) Fire Presentation

Fire Chief Ripp presented a request for additional hours moving the Fire Technician position from 30 hours per week to 40 hours per week.

- Chief Ripp requested to move the Fire Technician from 30 hours to 40 hours per week. (See attached Fire Presentation). Chief Ripp stated the position has two components – emergency response and day-to-day operations. He stated that at 30 hours per week there are risks involved including the department being able to get out of the door fast and the ability to fight interior fires. Another concern was reporting. If it is not done in a timely manner, it puts the City at risk for losing the departments 2% dues funding. He stated the rigs might not be checked regularly, equipment may not be fixed in a timely manner and duties are often pushed to the Chief and Deputy Chief, which affects the responsibilities of those positions. Reeves asked about the 2% dues. Chief Ripp explained the 2% dues were 2% of the dues that the Fire Department pays to the State, which is paid back to the City with a formula that they designed. Director Gillingham asked what other communities staffing looks like. Chief Ripp stated the structures varied and gave examples. Very few of his examples did not have full time firefighters on staff. Boersma asked if the Fire fighters were required to hold CDL's. Ripp replied that the Fire Dept. is exempt from CDL requirements.

- 4. **Discussion and possible action regarding the Personnel Committee recommendations for additional headcount or hours for the 2021 Budget**
Motion to move into closed session Boersma, second Hundt, Approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 7:30 pm.
Motion to move into open session Reeves, second Hundt, Approved 4-0. Moved into open session 7:56 pm.

Majewski motion to approve the Public Works request of one additional full time Machine Operator to start possibly in January of 2021, Hundt second, Approved 4-0
Reeves motion that no presentations be made at the Committee of the Whole next week, Boersma second, Approved 4-0

5. Future Agenda Items

- Parks & Recreation Structure
- Work Rules – New Format

6. Motion to adjourn Boersma, second Hundt, Approved 4-0. Meeting adjourned 8:06pm.