

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, December 15, 2016 @ 6:05pm

Mayor's Office

Present: Alders: Pat O'Connor, Tom Majewski, Paul Lawrence, Sid Boersma, Donna Olson (ex-officio), Director Gillingham

Others in attendance: Alder Matt Bartlett, Chief Leck, Kim Jennings, Director MacDonald, Director Kardasz, Director Hebert

CALL TO ORDER: O'Connor called the meeting to order at 6:05pm.

Approval of the Minutes of the September 12, 2016 Personnel Committee meeting minutes.
Motion by Boersma, second by Majewski, Approved 4-0

Communications

Director Gillingham gave a Human Resources update: Flu shot Clinic was successful. Benefit enrollment for 2017 is still underway. The HR Department sent out renewal letters to all benefit eligible employees stating the cost of benefits that did rise but is still below the cost in 2015. The benefit renewal packet also included an employee specific letter that stated the benefits the employee was already receiving. HR has received all of the packets back from the employees and is working on transferring the data to a master spreadsheet. The information will be verified and the information will be sent to vendors as well as shared with the Finance Department for entry into BS&A. HR will also generate an employee specific letter stating the benefits they have selected as well as their compensation for 2017. It will also state the 2017 WRS rate and the amount of Life Insurance the employee has in units. A cover letter will instruct the employee to check for accuracy. All City employees will get a 2% increase. O'Connor asked if there had been any feedback. Director Gillingham stated that once the employee receives the letter they will then call if there are questions. The scale was updated but will need to be looked at next year. The letters will be given to the Department Head who will meet with each employee. Director Gillingham stated that there is an interview scheduled next week for the Utilities Finance Manager position. Human Resources has been recruiting for three positions at the Senior Center. An offer is going to be extended for the Nutrition Site Manager and offers have been made on the two Case Manager positions and will move forward after background checks. We are always recruiting for Fire Department volunteers and EMS is looking for a driver only. The Police Union contract was ratified. Thanks to Kim Jennings, who developed the spreadsheet for the PD back pay. To avoid problems in the future Director Gillingham states the Union should be engaged in the early spring and with Mike Getz to move on this early. O'Connor asked about the employee massages he had heard about. Director Gillingham stated that the massages were free through a government program and the employees (especially the Police Dept.) had appreciated them. Boersma asked about the Anytime Fitness contract. Director Gillingham stated that she had met with them today. Boersma stated that the program is underutilized. Director Gillingham stated that the committee is working on a new program.

Review and Action re: Manager Position description and pay grade level

Director Gillingham stated that the Personnel Committee had, two years ago, tasked her with deciding if an IT Department should be added to the City. It is not the best use of time for Director Brehm and Director Scheel to be working on IT problems. After some investigation and discussion she decided to investigate a little further and with Chief Leck's help met with an IT employee from Monroe. The team developed a job description pulled from local government and non- government IT positions. Director Gillingham and Director Scheel tweaked the position description. It was then sent to Springsted for grading. Springsted graded it a 14. We're comfortable with the duties and responsibilities that we've put together to cover IT for the City. Mayor Olson stated the person would have oversight of the Media Services Department to

integrate IT and Media. Boersma asked about the pay grade and Director Gillingham told the committee that at a paygrade 14 the compensation for the position would be \$59,666.20-\$78,728.28 and we hope to acquire someone in the mid 70's. O'Connor asked what the interview process would be. Director Gillingham replied that it would be at the director level recruiting format. Motion to approve Paul Lawrence, second by Majewski, Approved 4-0.

Review and Action re: Public Works Fleet Maintenance Manager Position description

Director Hebert spoke about the wordsmithing done to the Fleet Maintenance Manager position description. Hebert stated the only changes were to update the description to include the duties already being done within the job. He also stated the salary was not changing. Boersma asked about the 6 months for the CDL. Hebert explained that it is a fair amount of time and gives the employee time to get comfortable. Bartlett asked about the employee providing his own tools. Hebert explained that it is standard practice and is normal for the position. The specialized tools would still be supplied by the City. Motion to approve Lawrence, second by Majewski, Approved 4-0.

Review and Action re: Public Works Mechanic position description and Pay Grade

Director Gillingham stated that the Mechanics position is set at a pay grade 8 by Springsted. Hebert stated the position description reflects the day to day duties required in the position. They will be a snow truck operator, assist in specs on trucks, however will not be supervising anyone. They will need to be able to work the tire changing machine and will need to be able to communicate well. Motion to approve Majewski, second by Lawrence, Approved 4-0.

Discussion regarding Library into Compensation Study

Director Gillingham announced that she will be meeting with the Library Personnel Committee on Tuesday, January 3rd and then if approved will meet with the Library Board on Wednesday, January 18th.

Discussion & action regarding Utilities Department into Comp study

Director Gillingham stated that since being tasked with bringing Utilities into the Springsted study she has found that Utility companies generally use MEUW as a statewide source. Kim Jennings used a blend; she goes up one level and 2 levels below. The PAQ's were sent to Springsted and each position was graded. The Lineman positions are overridden altogether due to market. Everyone is now on scale. Jennings stated the grading was not the same as she had determined. Director Gillingham stated that Springsted looked at the PAQ's and job descriptions and set the pay grades accordingly. The MEUW study has nothing that looks at a specific person's job. MEUW puts them right at midpoint. Lawrence asked if the rates were high or low. Jennings answered low, lower than comparables. Director Gillingham stated that the recommendations Brian Erickson made were added to the spreadsheet after discussions with Director Kardasz. Mayor Olson stated that like all employees they will be able request a review. Director Gillingham stated that these were vetted through Springsted and she stands behind the study and supports the recommendations made. Mayor Olson stated that Springsted looked at the descriptions, not how long a person's been in the position. It's what you do, not how long you do it. Lawrence stated if we advertise and get no response we will need to review the rating. Director Gillingham agreed that the IT position is a good example of where we may need to do so. Motion to approve Boersma, second by Lawrence, Approved 4-0.

Discussion regarding Utilities Accounting Manager position

Majewski stated that Alder Swadley asked him to bring discussion regarding the Utilities Finance Manager position to the Personnel committee. He wondered if it would be a possibility to combine the two Finance positions. Director Gillingham told the committee that she, Mayor Olson, Director Kardasz, and Kim Jennings discussed this and asked Jennings to share some information that should be enlightening. Jennings stated that the position she holds is quasi government with construction and regulatory accounting specific to Utilities. Basically it's like being a comptroller for a \$20 million business. Director Gillingham agreed and stated that though Director Sullivan could not be here because of prior obligations she would agree that adding the Utilities Finance Management to her position would not

work due to the already stretched state of her position. Director Kardasz stated that the Utilities needs a dedicated person in the Finance Manager position. Mayor Olson stated that even if we hire someone new for economic development, even if you took that out of Laurie's hands, she would have a hard time dealing with Utilities. The capacity is not there. Alder Bartlett echoed the Mayor's point. He stated that some companies have entire teams doing Kim Jennings position. We need to keep this position specific to Utilities. Director Gillingham stated the position is Full Time Plus.

Discussion regarding Phase III of the Compensation Study

Director Gillingham handed out an article regarding pay for performance from the League of Municipalities and asked the committee to read it so that it can be discussed at the next meeting.

Discussion and possible action about future Personnel Committee meetings re: date and time

Director Gillingham stated that the committee has struggled to meet on the first Monday of the month and suggested choosing a different day for the regular Personnel meeting. Discussion led to the decision to leave the meeting on the first Monday of every month.

ADJOURNMENT

Motion to adjourn by Lawrence, second by Majewski, All in Favor (4-0). Meeting adjourned at 7:45pm.