

PERSONNEL COMMITTEE MEETING MINUTES

Monday, September 18, 2017 6:00pm

Mayor's Office

Present: Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett, Mayor Olson and Director Gillingham

Also in Attendance: Tim Swadley, Director Kardasz

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the August 7, 2017 Personnel Committee meeting minutes.
Motion to approve Bartlett, second by Johnson, Approved 5-0
3. **Communications**
4. **Discussion and possible action regarding 2018 Benefit Renewal**
 - A. Director Gillingham started by reviewing the Health renewal and the options for 2018.
 - B. Discussions lead by Director Gillingham regarding if we moved to Quartz how it would affect our employees and their families. What could we do to reduce the disruption should we change to Quartz.
 - C. Director Gillingham explained why she went to market and what the savings would be if the City were to switch to Quartz.
Motion by Boersma to switch from Dean Health to Quartz, second by Bartlett all in favor
 - D. Director Gillingham reviewed the renewal information with the committee
 - E. She made the following recommendations
 - i. Change the dependent age qualification from up to age 26 to from age 19 to 15 if fulltime eligible student. This will reduce our cost by approximately 1.5%
 - ii. Add Checkup Plus to the benefit. For the additional cost of 2.7%. The other option was to raise the maximum from \$1000 to \$1500. The Checkup Plus ensures that our employees and dependents will have the funding to have their cleanings and diagnostics covered bi-annually and annually.
Motion by Boersma to change the dependent age from up to 26 to ages 19 to 25 if full time student and add checkup plus to the benefit, second by Johnson, all in favor

5. **Discussion and possible action regarding Economic Development information**

Per Majewski the Council will digest the information and then make a decision on how to proceed. CACP stated that there may be a joint meeting with Personnel but no date has been established. The

CACP and Personnel Chairs will meet and decide next steps. At this time, Director Gillingham has completed her directive and supplied the information necessary.

6. Discussion and possible action regarding consolidation of Payroll

- A. Director Gillingham reviewed the Quote from Baker Tilley
- B. Directive from Majewski to obtain a second quote

7. Discussion and possible action regarding Springsted Study - Requests for Reconsideration

Director Gillingham shared the information with the Committee and reviewed each Request for Reconsideration as well as Grade Level assignments for Utilities.

Motion by Majewski to approve and send the requests for reconsideration to the Council for final approval, second by Boersma all in favor

8. Discussion and possible action regarding Springsted Study - Utilities Job Descriptions

- A. Director Gillingham reviewed the grade level placement, the DNR and regulatory changes and requirements with the Committee.

Motion by Boersma to approve the assigned grade levels to the Utilities Position Descriptions and forward to Council for final approval, second Johnson, all in favor

9. Future Agenda Items

- A. Payroll 2nd quote
- B. Look into outsourcing payroll
- C. Electronic Paystubs

Motion to adjourn Johnson, Second Bartlett, Approved 5-0. Meeting adjourned 7:36pm.