

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, October 4, 2021 @ 6:00 pm

Remotely Via GoToMeeting

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

**Also in attendance:** Chief Leck, Director Ramsey, Director Friedl, Director Montgomery, and City Clerk Candee Christian

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Wednesday, September 15, 2021 Personnel Committee meeting minutes.  
**Motion to approve Hundt, second Schumacher, Approved 4-0**
3. **Communications/Updates**
  - Director Gillingham noted that she has sent the updated and Council approved Work Rules & Policy Manual out to all staff last week and that it has been posted in the City's shared drive for easy access.
  - Director Gillingham stated that 20 minutes has been allotted to each Department Head for their presentation for Personnel Requests. She also stated that this includes the question period.

Swadley stated that he and Director Friedl had been meeting with the department Directors to go over budget priorities, recommendations and how much money there is to work with.

Reeves asked how the hiring for the Utilities Finance Director was coming along. Director Gillingham stated that an offer had been made and was accepted but the start date had not been decided. Director Gillingham stated that the HR Dept. has been in the process of recruiting and hiring for various departments including Deputy Clerk, Utilities Finance Director, Linemen, Youth Center, etc.

#### 4. **Discussion and possible action regarding the medical & dental benefit renewals**

Director Gillingham stated the current plan cost is \$125,677 and that with a 5% increase that would bring the number to \$131,961 for 2022. She stated that Quartz came in at 9% and she had reduced the cost to 5%, she further stated that she is still trying to reduce the cost further. She stated that GHC has contracted with UW Providers. At this point she is asking for approval at 5%. Reeves asked if the extra cost would be passed to employees. Director Gillingham replied that it would. Reeves asked for a motion.

**Hundt motion to recommend approval to Council, Schumacher 2<sup>nd</sup>, All in Favor 4-0**

#### 5. **\*\*Discussion and possible action regarding Police Officer position description change**

Director Gillingham stated that the position description had only been changed under the requirements for the position in order to allow the department to hire someone that is qualified to go into the academy and would be sponsored by the City in hopes of broadening the pool of candidates. She stated that other area communities are utilizing this recruiting tool. Chief Leck explained that the length of time from hire to being able to have that individual out on the street will be longer. He stated that at this time it is 6 months from hire, it will definitely lengthen the time for that officer to be available to utilize by approximately 5 months. He also stated that in previous years when recruiting for police officers, we would receive 100+ applications whereas now we will be lucky to get applications in the single digits. Hundt asked about the training cost and if the City would be reimbursed for that. Chief Leck stated that the City would be reimbursed

by the State for approximately \$5000-\$6000 after completion. Schumacher asked if the individual would have to work a set amount of time after the 11 month investment by the City. Director Gillingham stated that an agreement like that already is in place for linemen and the same type would be used. There was some discussion on the difficulty in hiring Police Officers at this time.

**Hundt motion to recommend approval to Council, Schumacher 2<sup>nd</sup>, All in Favor 4-0**

Presentations: Chair Reeves explained that each presenter has 20 minutes to present including questions. She further stated that the committee would listen to their presentations, ask questions and then move on to the next presenter. She noted that there would be no discussion or decisions made until after all presentations were heard at the next meeting.

**6. Presentation by Police Chief Greg Leck**

See attached presentation.

- Increase CSO hours from 1039 per year to 2080 hours per year.
- Addition of one more sworn Police Officer.

Hundt asked where the cost would come from in his budget. Leck stated that not by not hiring a part time police officer and utilizing the overtime costs that would be saved.

**7. Presentation by Library Director Jim Ramsey**

See attached presentation.

- Moving existing Administrative Assistant position from 18 hours per week to 20 hours per week.
- Moving existing Circulation Supervisor position from 30 hours per week to 40 hours per week.

**8. Presentation by Recreation Director Dan Glynn**

Was unable to present due to illness. Rescheduled for next meeting.

**9. Presentation by IT/Media Director John Montgomery**

See attached presentation.

- Addition of position- Senior Network Administrator

Reeves asked if the person in this position would be someone that could fill in for him when he is ill or on vacation. Montgomery stated that would be ideal. There was some discussion on how the department structure would be if this position was added. Reeves stated that it is a great concern with the amount of cyber-attacks and that additional help would certainly be a benefit.

There was some discussion on what the budget will allow. Swadley stated that the meetings have helped dial in on what is needed and what funds will be available. He further stated that he feels like we are in a better place this year than last year.

**10. Future Agenda Items**

- Leadership Backup Plan Outline
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Sick Time Donation
- Disciplinary Action & Compensation

Reeves asked if there were any additions to future agenda items. None were made.

**11. *Motion to adjourn Majewski, second Schumacher, Approved 4-0. Meeting adjourned 7:00pm.***