

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, January 3rd, 2018 6:00pm

Mayor's Office

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

Also in Attendance: Chief Greg Leck, Greg Jensen, LT Patrick Conlin, Patrick Frisch, Nathan Hartwig, LT Dan Jenks

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the November 27, 2017 Personnel Committee meeting minutes.
Motion to approve Boersma, second by Johnson, Approved 4-0

3. **Communications**

Director Gillingham updated the Committee on:

- **Human Resources entry of wage rates.**
- **Benefit renewal-** Human Resources & Risk Management took over the duties of both wage entry and cost of benefit entry for the Finance Dept. She stated that it been an enormous task and that kept the Human Resources & Risk Management Dept. from working on anything other than renewal and system entry.
- **Met with the Attorney regarding a wage discrepancy.** There was one wage in the Police contract that did not match the City's contract copy.
- **New employees:**
 - **2 new linemen:** one a journeyman lineman (Tony Wieczorek) the other an apprentice (Aaron Mattingly) but will move to journeyman lineman status in the spring.
 - **New City Clerk, Holly Licht, starting on Tuesday the 16th.**
- **Posted Open Positions –**
 - **Police Dispatcher –** Mary Lincoln is retiring and will need to be replaced.
 - **Recreation Supervisor –** With Dan Glynn moving into the Rec Director position this leaves the Supervisor position empty.
 - **Troll Beach Supervisor –** the supervisor from last summer is not returning.
 - **Advertising for extra Police Officer**
 - **Will be advertising for CSE- Civilian Service Employee as soon as it passes through Personnel and Council.**
- **Assessment of the structure of the Parks & Recreation Department**

Chair Majewski wanted to discuss the promotion of the Recreation Supervisor to Director of Parks & Recreation but Mayor Olson stated the topic had not been noticed on the agenda and it would not be appropriate. Majewski stated that from now on, while he is the chair of the Personnel Committee, anyone not on the committee will be not be allowed to sit at the table unless he is asked.

4. Discussion and possible action regarding Community/Civil Service Officer position

Director Gillingham asked Chair Majewski if she could please call Chief Leck to the table. Chair Majewski stated Leck could come to the table. Majewski stated he had heard from Alderperson Tim Swadley who wanted to know if this Community Service Employee was a new or existing position and if it had been approved in the PD budget. Leck stated that there was some struggle with the position due to the Union contract. The department needs a non-bargaining unit for the work being performed by part time employees. He stated that Alderman Jensen suggested this six months ago. Part time funds will convert to this position. The wage will be \$20 per hour and will be 599 hours or less per year. The wage was verified with Springsted. Mayor Olson stated there would be a second phase where they would not have any part time police officers but will add the CSE instead. She stated the employee does not have to be a police officer. Boersma asked if the position was justified and budgeted for. Leck stated that the position has been budgeted for years but they had had difficulty with the bargaining and non-bargaining unit. Boersma asked if no CSE were added how would that affect the PD. Leck stated that it ends up putting the police into overtime or officers not having enough time to finish their duties during their regular hours. Boersma asked if the position goes to Finance first. Director Gillingham stated that it had already been budgeted and that had passed through Finance. Majewski stated he would like it to go to Finance first and then Council for approval. Majewski stated that Alderperson Swadley thought maybe the person in this position could also do maintenance compliance and then report to the Planning Department. The Planning department has said they do not have the staff to do this at this time. Leck stated that all of the officers and in the future the CSE would also pass along any violations that they see.

Motion by Boersma to approve, second Johnson, Approved 4-0

Majewski stated that this needs to go to Finance and then Council. Director Gillingham asked if it could be done back to back, to which Majewski stated that it could.

5. Discussion and possible action regarding R-58-2015

Majewski stated he received no information about this item and no information had been included in the packet. Boersma moved to table the item until the next Personnel meeting. Majewski stated he wanted backup for the items on the next agenda.

Motion by Boersma to table the item, second Johnson, Approved 4-0

6. Discussion and possible action regarding Performance Review form recommendation

Director Gillingham asked to table the item until the next Personnel meeting for the same reason as #5.

Motion by Boersma to table the item, second Johnson, Approved 4-0

7. Future Agenda Items

- Director Gillingham stated that Human Resources is working on moving to paperless paystubs in 2018.
- Director Gillingham stated that we are waiting on the joint meeting of the CACP and Personnel committees. She stated that the CACP wanted to join a Personnel meeting to discuss the addition of an Economic Development Department. Director Gillingham asked if the committee would mind having the CACP join them at one of the regularly scheduled Personnel meetings. The Committee agreed that would be fine.
- Contracting out Payroll

Chair Majewski asked that the item regarding R-58-2015 and Performance Review form recommendation be brought back to the next Personnel meeting with backup. Director Gillingham stated that Human Resources & Risk Management has been stretched beyond its capacity with the duties they had performed for the Finance department during wage & benefit entry this year and would not be taking on the task next year. Majewski stated that Alderperson Swadley had asked about contracting out payroll as well. He directed Director Gillingham to research the cost. He also wants the review of probationary Department Heads added to a future agenda as well as a set policy on how and when succession planning and when it is appropriate. Boersma asked that the Personnel Committee take a look at all of the position descriptions. He stated he thought there were lingering issues when tweaking the Parks & Rec position descriptions. Director Gillingham stated the position descriptions are not written by the Personnel Committee, they are written by the Human Resources & Risk Management department, analyzed by department staff, and then brought to Personnel to discuss.

Motion to adjourn Johnson, Second Majewski, Approved 4-0. Meeting adjourned 6:45pm.