

PERSONNEL COMMITTEE

JUNE 18, 2007

The meeting was called to order at 7:48 p.m. by Heron with the following Roll Call:

Members Present: Voss, McKinnon, Heron

Members Absent:

Others Present: Mayor Sternat, Ald. Nitschke, Ald. Liebenow, Kathie Wild, Shelley Eilbes, Vern Hilker, Bill Linzenmeyer, Chris Macneill, Sally Kalhammer, Rob Steichen, Chuck Brockhaus, Sharon Chmielewski, Bob Smith, Sue Smith

Item #2 – Approve the Minutes of May 16, 2007, and May 21, 2007 meeting(s).

Motion by McKinnon second by Voss to approve the above minutes. Motion carried unanimously.

Item #3 – Citizens Comments.

Chuck Brockhaus who is a Mayville citizen, a member of the golf club board of directors and a member of the golf course stated that seven weeks ago we handed in a slate of candidates for the golf course superintendent position and nothing has been done. He stated that we don't have a product. What is going to happen when the golf club has to make payments in December and the business just wasn't there for the year. Will the council take responsibility or will they blast the golf course. He urged the council to take some action. It is the middle of summer, the golf course's prime time. He stated there is a sense of urgency and would like the council to act in a timely manner.

Item #4 – Mayor's Report.

Nothing to report.

Item #5 – Clerk's Report.

Kathie reported that the liquor licenses will be ready for pick up the week of June 25th. The licensees are responsible for picking up their licenses at City Hall to have in their possession by July 1st. All fees including any delinquent personal property taxes need to be paid before the new licenses will be issued. Kathie will be sending all the recodification changes to the code service this week. The contracts for the new city website have been signed and she has started to work with Wisnet and SunAnt on the content of the website. Ald. Heron asked if a committee was going to be formed for the website project. Kathie stated that she thought that was a good idea and was going to see if Ald. McKinnon could be on the project and that she would also like Deanna to be a part of the committee.

Item #6 – Discuss/Approve Part-Time Employee Starting Wage to coincide with the State of Wisconsin Minimum Wage Rates.

Shelley stated that it was questioned by some of our new hires if we were meeting the State minimum wage rates requirements. The new hires were making \$6.36 per hour. Shelley stated that she did some research and found that the State minimum wage requirement for people over the age of 20 is \$6.50. For people over the age of 18 but under the age of 20 employees are called opportunity employees when they have been with an employer for 90 or fewer consecutive calendar days from the date of initial employment. Their minimum wage rate is \$5.90 per hour. Therefore, according to the state if they are over the age of 20 or between 18-20 and have been employed over 90 calendar days then we need to pay them \$6.50 per hour. Shelley stated that she thought this affected two employees but would do some more checking. Motion by Ald. McKinnon, second by Ald. Voss to move to finance. Motion carried unanimously.

Item #7 – Discuss/Recommend Increase for Groundskeeper for Interim Period.

Rob stated that there was some confusion as to the wording of the item on the agenda. He explained that the increase is not for himself but for an employee of his Jake Hintz. He stated that the employee is working part-time at Citgo and making more per hour there. He is looking to work more at Citgo because he can make more money there. He would like to try to keep him working at the golf course. He is currently making \$6.76 per hour and is requesting that he be raised to \$8.00 per hour. He has been working there for three seasons. Ald. Heron asked how many other people are doing the same job as this employee is doing. Rob stated himself and two other employees. Ald. Heron stated that he appreciates when people go to bat for someone else. However he felt that the reason of wanting to keep someone and not loose him to another job isn't a good enough reason to change the precedent of not giving a person a raise in the middle of the year. Discussions of raises need to come up during budget time. Ald. McKinnon agreed. Chuck Brockhaus stated that they would have liked to see this come through the chain of command. It was mentioned to Lee during budget time about possibly giving this person a raise for the year but nothing was done. The Mayor brought up that there are numerous starting wages for part-time and returning employees across the city. It would be worth revisiting at budget time to look at making this consistent across departments.

Item #8 – Discuss/Approve Change of Wording of Residency Requirements Section of the Non-Union Employee Handbook.

Kathie stated that after last month's meeting the decision was to keep the residency requirements for non-union department heads to a radius equal to the farthest distance from the City Hall to the edge of the School District at its outermost limits. She noticed that the working in the handbook for this section was inconsistent. She read the current wording and then read the proposed new wording. Ald. Heron stated that it is just rewording it is not changing what we decided. The Mayor stated that he wanted to remind the council that we now have three different residency requirements for city employees and to be prepared for this to cause problems. Bill asked why the chief and captain have to live in the city and why their requirements are different than other department heads. He would like to see that reviewed. Motion by Ald. McKinnon, second by Ald. Heron. Motion carried 2-1 with Ald. Voss voting nay.

Item #9 – Discuss/Recommend Compensatory Time for Salaried Employees/Department Heads/Supervisory Personnel.

Ald. Heron stated that this item came out of the updates for the non-union handbook. It was tabled from last months meeting. Since the last meeting they had received an email from Attorney Jim Korom giving his explanation on flex time for salaried employees. Ald. Heron stated that there wasn't a section in the old handbook regarding this and thought that it should be added. His wording of this section stated that comp time must be first be approved by council. This may curb abuse if this is going to happen in the future. Ald. McKinnon stated that he was told by a city employee that he had 60-70 days of comp time and feels that this is a problem. Ald. Voss stated that if you're on salary you may need to work more hours some weeks and less the next. Ald. Liebenow agreed that salaried employees shouldn't get comp time. Ald. Heron stated that if we want to be a good employer of choice we need to think about this. He believes the nature of municipal employment is different. Kathie explained that comp time for salaried employees isn't what she thought it was when she first started here. We don't get time and a half for every hour worked over our 80 hours. All we are doing is keeping track of our hours for anything over 80 hours and that is the amount that is kept track of as comp hours. There are some days that people have to work extra hours for meetings and they may need to leave early another day. That is when they would use their comp hours. She stated that she doesn't feel that people are abusing this and taking off a week at a time using comp time. The Mayor stated that he knew of one incident that an employee was wracking up comp hours because he didn't have anything better to do so we would ask his supervisor if he could come in on the weekend and work.

He could have gotten another lower paid employee to do the work but instead he was doing it and earning comp time. Ald. Heron stated that let's not create a problem when there isn't one. We need to define it and add a section to the handbook. Ald. McKinnon expressed that this might become a bigger issue in the future. Motion by McKinnon, second by Voss to table issue for further discussion. Motion carried unanimously.

Item #9 – Discuss/Recommend Service Award Policy.

Ald. Heron stated that this was another item that came out of the review of the non-union handbook. He felt that we should keep the recognition awards but that the employee should get a gift certificate from a Mayville business instead of any place they want. Also new language was proposed to include that the city clerk will provide a list of eligible Mayville businesses from which the gift certificate may be awarded. Shelley stated that we will need to come up with a list of businesses for employees to choose from. Motion by Voss, second by McKinnon to approve the proposed new wording for this section of the handbook. Motion carried unanimously.

Item #9 – Adjournment.

Motion by McKinnon, second by Voss to adjourn at 8:37 p.m. Motion carried unanimously.

Kathie Wild, City Clerk