

PERSONNEL COMMITTEE

October 8, 2020

A meeting of the Personnel Committee was called to order by Chair Williams at 11:00 am in the Council Chambers. Roll call: Members Williams and Gustafson were present.

Gustafson/Williams to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Changes to Carpenter/Mason wage.
4. Consideration of: COVID-19 Policy and Administrative Guidelines for Employees and City Facilities.
5. Convene in closed session in accordance with the following exemption:
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 19.85 (1)(c)
 - a. Consideration of: Compensation negotiations for Police Chief.
 - b. Consideration of: Compensation adjustments for administrative staff.Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.
7. Adjourn.

Carried.

Municipal Services Director Barker summarized the changing the Carpenter/Mason wage. It was noted that the position is currently vacant. In the past, the Carpenter/Mason position has received a \$1.00 per hour for the entire year. When another crew member was involved in carpenter work he would charge his time to the Carpenter/Mason for the increased pay. The main difference between the two is that one position receives the higher hourly wage for the entire year and the other only when he is conducting the work.

It is the recommendation to split the two positions into a Mason position and a Carpenter position and to only pay the wage of mason and carpenter when he or she is performing the work. Also, increasing the wage for those performing carpentry and masonry work by \$1.25 per hour since it is not a year round wage.

Gustafson/Williams to recommend to the Common Council to create a separate Mason and Carpenter positions and hire a Mason position. Also to increase the wage for those performing carpentry and mason work by \$1.25 per hour rather than year round. Carried.

City Clerk/Human Resources Director summarized a COVID-19 Policy and Administrative Guidelines for Employees and City Facilities. This policy will give direction to supervisors and employees and includes a process map, the City's adopted Families First Compliance Policy, and Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Gustafson/Williams to recommend to the Common Council to adopt the City of Sturgeon Bay COVID-19 Policy and Administrative Guidelines for Employees and City Facilities. Carried

After the Chair announced the statutory basis, Williams/Gustafson to convene in closed session in accordance with the following exemption: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 19.85 (1)(c) a. Consideration of: Compensation negotiations for Police Chief. b. Consideration of: Compensation adjustments for administrative staff. Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session. All voted aye. Carried.

The meeting went into closed session at 11:11 a.m. and adjourned at 2:04 pm.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/HR Director