

PERSONNEL COMMITTEE  
November 30, 2021

A meeting of the Personnel Committee was called to order by Chair Williams at 3:00 p.m. in the Council Chambers. Roll call: Members Williams, Gustafson, and Statz were present.

Gustafson/Statz to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Change Part-Time City Hall Custodian position to Full-Time Maintenance/Custodian Position.
4. Consideration of: Combining Water Weed Foreman & Harbor Master Positions.
5. Consideration of: Increasing Seasonal Employee Wage.
6. Consideration of: Performance Evaluation Process.
7. Adjourn.

Carried.

Gary Nault, 711 Hickory Street spoke on agenda items.

Staff summarized the need to change the part time City Hall Custodian to a Full-Time position that included both maintenance and custodial duties. Discussion of salary took place regarding allowing a range for the hourly position to be used depending on the applicant's qualifications. Williams/Statz to change the current Part-Time City Hall Custodian position to a Full-Time City Hall Maintenance/Custodian position at up to \$25.00 per hour. Carried.

Discussion took place regarding combining the water weed foreman and Harbor Master positions. Municipal Services Director Barker summarized that there is currently an employee of DPW that runs the water weed operations. By combining the two positions for the months of May through October, it would streamline the operations of both positions and allow the Director more time to focus on higher level issues. Gustafson/Statz to combine the duties and positions of Water Weed Foreman and Harbor Master and adjust the seasonal foreman hourly wage from \$1.92 per hour to \$3.00 per hour from May 1 through October 31. Carried.

City Administrator VanLieshout and Municipal Services Director Barker summarized the need to increase seasonal wages for DPW employees. Discussion took place regarding the seasonal employee market in Door County, other starting wages for seasonal employees in Sturgeon Bay and Door County. It was noted that increasing the wages of seasonal employees while staying within the current budgeted amounts was important. Some discussion took place on how to retain seasonal employees year after year. Statz/Gustafson to increase the starting wages for 16 and 17 year old's to \$14.00 per hour and 18 year and over to \$15.00 not to exceed the budgeted amount of \$19,000 for 2022 budgeted seasonal wages. Carried.

A revised City Administrator performance evaluation was presented for approval. It was noted that the changes included streamlining the process and changing some items to be less subjective. Statz/Gustafson to approve the revised performance evaluation for the City Administrator position. Carried.

Gustafson/Statz to adjourn. Carried. The meeting adjourned at 3:58 p.m.

Respectfully submitted,

Stephanie L. Reinhardt  
City Clerk/HR Director