



**CITY OF STURGEON BAY  
PERSONNEL COMMITTEE  
Tuesday, November 30, 2021  
Council Chambers - 421 Michigan Street, Sturgeon Bay  
3:00 p.m.**

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.

Personnel Committee Members:  
Dan Williams, Chr.  
J. Spencer Gustafson, Vice Chr.  
Dennis Statz

Posted:

Date: 11/24/21  
Time: 8:00 am  
By: SLR

## Executive Summary

**Date:** September 9, 2021

**Title:** Change the Part Time City Hall Custodian position to Full Time Maintenance/Custodian position.

**Background:** Currently, the City Hall Custodian position is part time. This has been feasible due to a Full Time Street Department employee spending approximately 25% of their time to help at City Hall. This removes the street department employee from their primary duties. When the work load does not allow for the street department employee go down to assist for a couple weeks the condition/cleanliness of City Hall deteriorates rapidly. The most recent expectations of this position were nothing more than custodial services.

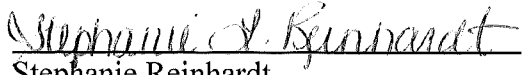
It is recommended to change this position from a Part Time Custodian position to a Full Time Maintenance/Custodian position. There is currently a maintenance contract for the heating and cooling system monitoring and inspections, although the City is still responsible for the cost of repairs. This newly recreated position would be responsible for the HVAC oversight, occasional changing of valves and other "minor" repairs of this sort, all general interior and exterior building maintenance, all interior and exterior custodial tasks including snow removal, landscape upkeep, and Veteran's Memorial upkeep.

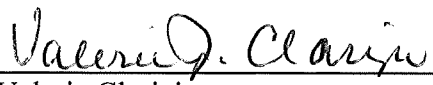
The creation of this position would provide for the needs of the City Hall Building/Police Department/Fire Department to be met by one person being responsible for the entire building maintenance and cleaning. It would also ensure that a Street Department Employee would not be pulled from their regular duties for minor maintenance and overall upkeep.


**Fiscal Impacts:** An increase of \$42,301 annually at \$20 per hour. An increase of \$54,849 annually at \$25 per hour. This amount includes wages and benefits.

**Recommendation:** Staff recommends changing the current vacant Part Time Custodian position to a Full Time Maintenance/Custodian position as outlined above and keeping the hourly rate flexible to possibly get the most highly qualified employee.

**Prepared By:**  **Date:** 20 SEP 2021  
Mike Barker  
Municipal Services Director

**Reviewed By:**  **Date:** 9/16/2021  
Stephanie Reinhardt  
Human Resource Director

**Reviewed By:**  **Date:** 9/19/21  
Valerie Clarizio  
Finance Director

**Reviewed By:**  **Date:** 9/16/21  
Josh VanLieshout  
City Administrator

## Executive Summary

**Date:** September 14, 2021

**Title:** Combine Water Weed Foreman & Harbor Master Positions

**Background:** We currently have a Municipal Services employee who runs the City of Sturgeon Bay Water Weed Program from June-August. In the month before seasonal foreman pay is activated, he is heavily involved in permitting and ensuring the appropriate notices are distributed. Current Foreman Pay for the three-month period is an additional \$1.92 per hour to his regular pay.

The Harbor Master title is currently held by the Director of Municipal Services. This job consists of making sure the buoys and moorings are installed in the spring and removed in the fall. There are also times when we need to get assistance to reposition buoys that have been dragged off station or have a broken chain.

During the summer, the Director receives numerous calls from residents concerning water weeds. On an average day in 2021 it was typical to spend 1-2 hours per day on the phone fielding these calls. This significantly slowed progress on getting projects completed and decreased oversight on important projects.

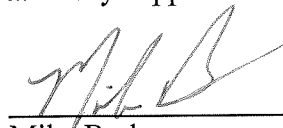
**Recommendation:** It is recommended to combine the duties and positions of Water Weed Foreman and Harbor Master. This will include fielding water weed related phone calls and coordinating all details related to water weeds and harbor master duties. By combining these duties, although it will increase the workload on the current Water Weed Foreman, it will result in more time for the Director of Municipal Services to complete projects and afford more time to oversee important projects.

With the added responsibility of combining these positions, it is recommended to adjust the seasonal foreman hourly wage from \$1.92 per hour to regular hourly pay to \$3.00 per hour to regular pay from May 1 through October 31.

**Fiscal Impacts:** An increased annual expense of \$2,400

**Recommendation:** Staff fully supports the above recommendation.

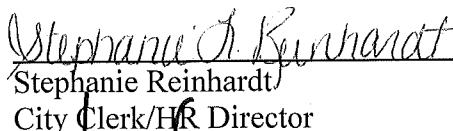
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 17 SEP 2021

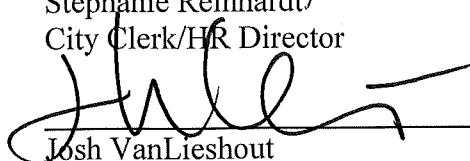
**Reviewed By:**



Stephanie Reinhardt  
City Clerk/HR Director

**Date:** 9/20/21

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 9/20/21

## Executive Summary

**Date:** September 9<sup>th</sup>, 2021

**Title:** Increasing Seasonal Employee Wage

**Background:** Over the past three years, the Parks Department has experienced difficulty in hiring seasonal employees. Our current pay scale has seasonal employees under the age of 18 starting at \$11.50 and employees over the age of 18 starting at \$12.50. The City is no longer competitive with our wages in our area. With the few numbers of applicants we cannot be selective in our hiring process. In 2021 we were short four seasonal employees. This ultimately leads to work not being completed or taking much longer than normal.

**Proposal:** I propose increasing the starting wages to \$13.00 and employees over the age of 18 starting at \$14.00.

**Fiscal Impacts:** An increase of \$19,000 if we reach our goal of 22 employees.

**Recommendation:** Staff fully supports and recommends increasing the seasonal employee wage.

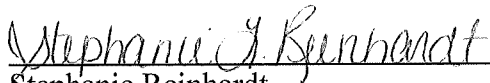
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 17 SEP 2021

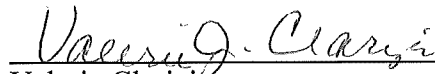
**Reviewed By:**



Stephanie Reinhardt  
Human Resources Director

**Date:** 9/20/21

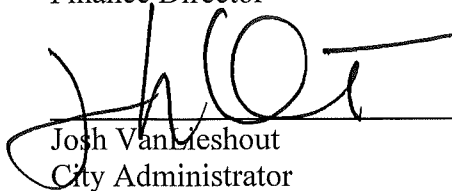
**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 9/20/21

**Reviewed By:**



Josh Van Mieshout  
City Administrator

**Date:** 9/21/21