

PERSONNEL COMMITTEE
June 29, 2022

A meeting of the Personnel Committee was called to order by Chair Williams at 2:30 p.m. in the Council Chambers. Roll call: Members Williams and Gustafson were present. Statz was excused.

Williams/Gustafson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request for Carryover of Vacation Hours from Community Development Director.
4. Consideration of: Increase starting hourly wage for Community Service Officer (CSO).
5. Consideration of: Non-budgeted Staffing Request from Fire Department.
6. Convene in closed session in accordance with the following exemption:
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)
Consideration of: Collective bargaining.
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.

Gustafson/Williams to approve the request from Community Development Director Marty Olejniczak to carryover 84.75 hours of vacation. Carried.

Assistant Police Chief Brinkman addressed the Committee regarding establishing a new starting wage for the Community Service Officers due to their level of responsibility, visibility, and training. Discussion took place regarding establishing a wage range for the CSO's so the Police Department could administer the program effectively. Williams/Gustafson recommend to increase the hourly wage range for Community Service Officers to \$17.00 - \$19.00 effective immediately with no budget impact for 2022. Carried.

Fire Chief Dietman addressed the Committee regarding adding a part time administrative employee to Fire Department in 2022. It was noted that someone to handle some administrative duties are needed to alleviate the workload of the Fire Chief and the Assistant Fire Chief. Discussion took place regarding the increase in call volume and the large incidents that have and do occur that require more time. It was also noted that this is a non-budgeted item for 2022. Further discussion took place regarding adding this part time position to the 2023 budget, what a competitive wage is for this type of position, whether this position getting an EMR license would be the best fit, that more housing and development equate to more services needed, and marina protection. Further discussion took place regarding budgeting for the position, the estimated cost of the position for the last quarter of 2022. It was noted that the following information should be brought back to the Committee for further review: Solid wage numbers from the Finance Director for a start date of 10/1/22 for the part time position for 24 hours per week, Fire Department come up with 2022 budget savings within the department, Fire Department to develop a position description and place percentages of how much time the Chief and Assistant Chief spend on the administrative tasks. No formal action was taken.

After the Chair announced the statutory basis, Williams/Gustafson to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e) Consideration of: Collective bargaining. 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.
Carried.

The Council convened in open session at 3:14 p.m. and adjourned at 3:47 p.m.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/HR Director