



Human Resources Committee Meeting Minutes

March 10, 2020

Human Resources Committee

Shane Blaser, Chairperson

Scott Kellogg, Secretary

Joseph Zurfluh

The Human Resources Committee of the City of Wisconsin Rapids met at 4:45 p.m. on Tuesday, March 10, 2020, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. All committee members were present. Also present was Alderperson Tom Rayome, Joe Terry, Sue Schill, Joe Eichstadt, Dennis Polach, and Bruce Schoff

1. The meeting was called to order by Chairperson Blaser at 4:46 p.m.
2. Consider for approval proposed changes to "Longevity" and "Personal Time" Policies and Procedures as a result of AFSCME Local 1075 (DPW) not recertifying.

Motion by Blaser, second by Zurfluh, to allow those DPW employees who currently receive longevity payments to be given the option to elect to either continue to receive longevity payments, or receive 2 additional personal days. This election must be made by April 1, 2020, and is irrevocable. If an employee does not timely elect an option, the employee will cease receiving longevity and will receive the additional 2 personal days. Motion carried, 3 ayes and 0 nays. See attached revised Longevity and Personal Time policies.

3. Consider for approval staffing levels and the setting of wages for seasonal positions at the aquatic facility.

Motion by Zurfluh, second by Kellogg, to approve the general staffing levels and the wage rates for the aquatic facility positions as presented in the materials provided. Motion carried, 3 ayes and 0 nays.

4. Consider for approval an increase in the Wastewater Intern rate from \$12 per hour to \$14 per hour.

Motion by Zurfluh, second by Kellogg, to increase the Wastewater Intern rate from \$12 per hour to \$14 per hour. Motion carried, 3 ayes and 0 nays.

5. Consider for approval proposals for recruitment services for the hiring of the Human Resources Director.

Motion by Kellogg, second by Blaser, to accept the proposal with The Charles River Group, LLC for recruitment services for the HR Director position, for the fees proposed. Motion carried, 3 ayes and 0 nays.

6. Consider for approval a revision to the Multimedia Coordinator job description regarding minimum qualifications.

Motion by Blaser, second by Zurfluh, to approve the revision to the Multimedia Coordinator job description to require a four-year degree or equivalent education and experience. Motion carried, 3 ayes and 0 nays.

7. Consider for approval moving the Street Supervisor position from a Grade 11 to a Grade 12 pay classification.

Motion by Zurfluh, second by Kellogg, to approval moving the Street Supervisor position from a Grade 11 to a Grade 12 pay classification. Motion carried, 3 ayes and 0 nays.

8. Update on employee recruitment.

Interim HR Director Deb Pagel gave an update on recruitment.

9. Consider for approval the creation of a Design Engineer position, approve the job description and compensation and approve the posting of that position; consider rescinding action from last month regarding the filling of a Design Engineer I position.

Motion by Kellogg, second by Zurfluh, to rescind the action from last month regarding the filling of a Design Engineer I position, to approve the creation of a Design Engineer position, and approve the job description and compensation, post the position. Motion carried 3 ayes and 0 nays.

10. Consider affirming the IT Manager as a Department Head position and affirming the elimination of the position of Director of Information and Technology; consider confirming Tyler Mickelson as the Mayor's appointment to the IT Manager position.

Motion by Blaser, second by Kellogg, to affirm the IT Manager as a Department Head position and affirm the elimination of the position of Director of Information and Technology; and to confirm Tyler Mickelson as the Mayor's appointment to the IT Manager position. Motion carried, 3 ayes and 0 nays.

11. In open session, motion by Blaser, second by Zurfluh, to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "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".

Roll call vote taken. All members voted in the affirmative. Motion carried.

- a. In closed session the committee received an update and discussed strategy regarding negotiations and possible interest arbitration with International Association of Firefighters Local 425.

- b. The Committee did not come out of closed session.

12. Motion by Blaser, second by Kellogg, to adjourn in closed session. Motion carried and the meeting adjourned at 6:10 p.m.