

Personnel Committee Meeting Minutes
September 4, 2019

Chairman Rosek called the meeting to order at 5:00 PM.

Members Present: Aldermen Rosek, Strey and Rogers

Staff Present: Nold, Kitsembel, Sullivan, Pickart, Posnik, Buerger, Freber, Hoepfner and Coenen

2.a. Consider/recommend Approval of Position Request for a Police Officer

Posnik reported in 2020 the PD budgeted for one police officer position and if approved the PD would create a new position in the Detective Bureau. A 5-year Strategic Staffing Plan was conducted in 2016 and as a result one additional patrol officer was added to the force in 2017. The Detective Bureau has had two detectives since the 80's and with crimes becoming more complex, investigation time has increased significantly. In 2013 the department instituted a case management system to assist with case load however it has become necessary to periodically assign a patrol officer to work for a week to assist, which means they are not out patrolling. Buerger stated he would promote an officer to detective and hire an entry level officer. The wage increase from a patrol to detective is \$10.00 hr. Sullivan stated this was budgeted for in the Long-Term Financial Plan in 2020 & 2021 and the 2021 budget will need Council approval.

Motion by Rosek to recommend approval of an entry level patrol officer position in the Police Department in 2020; second by Strey. Motion carried 3-0.

b. Consider/recommend an Addition to the 2020 Electric Utility Budget to Hire Two Cable Installers/Grounds-Persons and Purchase of a Boring Rig

Posnik reported the Electric Utility is requesting to hire two cable installers/grounds men and purchase a Boring Rig in 2020. Pickart reported he has been monitoring annual use of contracted services for installation and directional boring of our underground cable and there are cost savings and efficiencies to be gained by bringing some of the directional boring work in-house. This would provide the Utility with control of job scheduling; the additional staff could be utilized as grounds men and other departments can utilize boring technology. The overall cost savings is conservatively estimated at \$25K a year. The Boring Rig costs \$350K and has a 10-yr. life. He noted that the Utility has the money in the 2020 budget to purchase the rig and that developers will pay the City for subdivision work instead of contractors.

Motion by Rosek to recommend hiring two cable installers/grounds men in the Electric Utility and the purchase of a boring rig in 2020; second by Rogers. Motion carried 3-0.

c. Consider/recommend Reclassification for the Utility Purchasing Coordinator

Posnik reported the City received three reclassification requests and Carlson Dettmann recommends only reclassifying the Utility Purchasing Coordinator from a Grade 9 to a 10 due to additional duties and supervising two office employees. The wage increase will be \$.56 an hour. The Committee asked how much it costs for a reclass determination and Posnik stated \$250.00.

Motion by Rosek to recommend reclassifying the Utility Purchasing Coordinator position from a Grade 9 to 10; second by Rogers. Motion carried 3-0.

d. Consider/recommend an Addition to the 2020 Wastewater Utility Budget to Hire an Additional Utility Technician

Posnik reported prior to 2010 the Wastewater Utility had two technician positions and one of them was eliminated on a trial basis to evaluate needs in the future. Wastewater is now requesting to hire a technician. Freber reported this position would be a second person on the collection system and work as a two-man crew on daily sanitary collection system cleaning and lift station maintenance. The addition will increase productivity and provide for a safer work environment. Since 2010 the miles of sanitary collection have increased by 10% (10 miles), manholes have increased by 76% (1,570 manholes), Digger's Hotline Tickets have increase by 26% (1,066 tickets since 2015) and State codes require that a third of the miles be cleaned each year. This position is in the 2020 budget, will fill in on projects and vacations, and requires a CDL license to operate the Jetta truck.

Motion by Rosek to recommend adding a Wastewater Utility Technician in the 2020 budget; second by Strey. Motion carried 3-0.

Motion by Rosek to adjourn the Personnel Committee meeting; second by Strey. Motion carried 3-0. The meeting adjourned at 5:37 PM.

Minutes taken by
Diane Coenen, City Clerk
Ald. Strey, Secretary