

## Minutes of the Personnel Committee October 2<sup>nd</sup> 2014

A meeting of the City of Prairie du Chien Personnel, License and Insurance Committee was held on Thursday October 2<sup>nd</sup> 2014 at 6:15 PM in City Hall. Chairperson Karen Solomon called the meeting to order.

### **GENERAL ITEMS TO BE ACTED UPON:**

- 1. Call to order/Roll Call** – Karen Solomon (Chairperson), Nate Gilberts, Todd Myers, Ron Leys (NOTE: The Committee has one vacancy) ALSO PRESENT – City Administrator Aaron Kramer, Co-Public Works Manager (Water Dept.) Larry Gates
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – MOTION: Gilberts SECOND: Solomon VOTE: 4-0
- 3. APPROVAL: Minutes of the July 15th 2014 meeting** – MOTION: Gilberts SECOND: Myers VOTE: 4-0

### **ACTION ITEMS**

#### **4. DISCUSSION AND ACTION – City Health Insurance Plan (November 2014-November 2015)**

Under the current plan, the employees contribute 13 percent to the monthly health insurance premium, and have a \$1,000 (single)/\$2,000 (family) deductible. With a proposed 13.5 percent increase in the premiums for the next renewal, a number of alternatives have been created for the Committee to consider recommending to the Council. Considerable discussion was held on the various proposals. ACTION: To recommend the Council approve the health insurance renewal on November 1<sup>st</sup>, with the employee contribution rate increasing from 13 to 14 percent and the deductible being increased to \$1,500 (Single) and \$3,000 (Family), with the City contributing \$500 (Single) and \$1,000 (Family) in the employee's Health Reimbursement Accounts as is currently the practice MOTION: Solomon SECOND: Myers VOTE: 4-0

#### **5. DISCUSSION AND ACTION – Amend Chapter 22.09 (ABSENCE OF EMPLOYEES FROM DUTY)**

This proposed change to the Personnel Ordinance would change the city's current Funeral leave procedures. Under the current ordinance, three (3) paid days are allowed for funeral leave. Under the proposal, three tiers would be created - five (5) paid days off for a spouse, three (3) paid days for the immediate family, and one (1) paid day for the extended family. ACTION: To recommend the Council approve the change MOTION: Gilberts SECOND: Solomon VOTE: 4-0

#### **6. DISCUSSION AND ACTION - Amend Chapter 22.04 (Vacation)**

This proposed change to the Personnel Ordinance would increase the amount of vacation carried over from one calendar year to the next from the current forty (40) hours to eighty (80) hours. ACTION: To recommend the Council approve the change MOTION: Solomon SECOND: Leys VOTE: 4-0

#### **7. DISCUSSION AND ACTION - Creation of call-out rate**

This proposed change to the Personnel Ordinance would create a call-out rate in Public Works and a Sunday rate for the Wastewater Department. Leys said he would like to see a minimum credit of one (1) hour for a call-out if the actual time of the call-out is less. ACTION: ACTION: To recommend the Council approve the change with addition of a minimum credit of one (1) hour for a call-out if the actual time of the call-out is less MOTION: Leys SECOND: Solomon VOTE: 4-0

#### **8. ADJOURN to CLOSED SESSION (6:40 PM)**

ACTION: To go into closed session under Wisconsin State Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Hiring of Water Department Operator MOTION: Solomon SECOND: Myers VOTE: 4-0

#### **9. CONVENE into open session (6:44 PM)**

MOTION: Solomon SECOND: Myers VOTE: 4-0

**10. ACTION from closed session**

ACTION: To recommend the Council approve the hiring of Chad Williamson as a Water Department Operator at an initial pay rate of \$16.00 per hour for a 6-month probationary period and a base rate of \$16.50 per hour upon successful completion of the probationary period MOTION: Solomon SECOND: Leys VOTE: 4-0

**11. ADJOURN (6:46 PM)**

MOTION: Solomon SECOND: Gilberts VOTE: 4-0

Submitted by City Administrator Aaron Kramer