

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chairman Penterman on Monday, December 5, 2022, at 6:18 pm.

Members present: Mayor Penterman, Alders Coenen (via Zoom), DeCoster, Moore, Kilgas, and Schell.

Also present: Attorney Davidson, Alder Thiele, Alder Eggleston, Alder Antoine, DPW/Eng. Neumeier, HR Dir. Swaney, Street Sup. Van Gompel, Street Foreman Nelson, Police Chief Graff, Fire Chief Carrel, Com Enrich. Serv. Dir. Vosters, Planner Stephenson, HR Dir. Swaney and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. Handbook updates.

HR Director Swaney stated the City of Kaukauna employee handbook recently underwent a full legal and compliance review. The purpose of that review was to ensure the handbook accurately captured the City's policies, procedures and was in legal compliance with current state and federal law. Council approved those updates in August. As a result of recommendations in the compensation study, additional handbook changes are being suggested. Additionally, two items of note came up after our last handbook update which would be beneficial to add as points of clarity. The changes being recommended to the handbook were provided. Discussion was held and questions answered.

Alder travel reimbursement, per diem, and pay increases will be brought back to the Finance & Personnel Committee for review.

Motion by DeCoster, seconded by Schell to approve the employee handbook updates.

All members voted aye.

Motion carried.

b. Staffing requests.

Sgt. Rex Swanson has submitted notice of his retirement effective February 8, 2023. Staff seeks authorization from the Finance and Personnel Committee to fill a Patrol Officer vacancy due to the retirement of Sgt. Rex Swanson.

Staff seeks authorization from the Finance and Personnel Committee to fill a Detective position at the Police Department. This is a new position created in the 2023 budget.

Staff seeks authorization from the Finance and Personnel Committee to fill a Lieutenant of Training position at the Fire Department. This is a new position which was created in the 2023 budget.

Staff seeks authorization from the Finance and Personnel Committee to fill a Firefighter / Paramedic position. This will be backfilling a vacancy which will be created because of internal movement filling the Lieutenant of Training position.

Motion by Coenen, seconded by Moore to approve the staffing requests as provided by HR Director Swaney.

All members voted aye.

Motion carried.

c. 2023 Pay Classifications and Wage for Non-Rep Employees.

Information was provided on the 2023 Pay Grade Classifications; 2023 Pay Schedules – represent increases consistent with compensation study findings previously shared and

approved in the 2023 budget; 2023 Pay Schedule for Department of Public Works – represents a 4% increase approved in the 2023 budget as well as updated classifications and pay ranges; 2023 Pay Schedule for Seasonal Employees – represents 4% increase for most positions, with Attendants, Community Enrichment Coordinator, Community Service Officer, Planning Intern (to align with other intern rates), Pool Supervisor, Scorekeeper, Water Safety Instructor, and Seasonal Street Staff adjustments above 4% as approved in the 2023 budget.

Motion by Kilgas, seconded by Schell to adopt the 2023 Pay Grade Classification as presented.
All members voted aye.
Motion carried.

Motion by DeCoster, seconded by Kilgas to adopt the 2023 Pay Schedule as presented.
Motion carried 5-ayes to 1-nay (Moore).

Motion by Schell, seconded by Moore to adopt the 2023 Pay Schedule for Department of Public Works as presented.
All members voted aye.
Motion carried.

Motion by DeCoster, seconded by Kilgas to adopt the 2023 Pay Schedule for Seasonal Employees as presented.
All members voted aye.
Motion carried.

d. Ordinance 1872 Establishing Salaries for Various Elected Officials.

Motion by Moore, seconded by Coenen to approve Ordinance 1874 and forward to the City Council.
All members voted aye.
Motion carried.

Motion by Kilgas, seconded by Schell to amend the Ordinance number 1874 to 1872 Establishing Salaries for Various Elected Officials.
All members voted aye.
Motion carried.

e. Ordinance 1873 Amending Section 13.05(5)(A) and 13.05(5)(B) Amount of User Surcharges.

Motion by Moore, seconded by Coenen to approve Ordinance 1873 and forward to the City Council.
All members voted aye.
Motion carried.

3. Adjourn.

Motion by Moore, seconded by DeCoster to adjourn.
All members voted aye.
Motion carried.

Meeting adjourned at 6:41 pm.

Sally Kenney, Clerk