



**TWO
RIVERS**
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Wednesday, March 02, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER** by Committee Chairman Mark Bittner at 6:03 PM.

2. **ROLL CALL**

Committee Members: Mark Bittner, Jeff Dahlke (arrived at 6:27 PM), Adam Wachowski

Also Present: Justin Fisher, R.W. Baird; Dave Buss, Finance Director; Elizabeth Runge, Community Development Director; Greg Buckley, City Manager

3. **STAFFING UPDATES**

Mr. Buckley updated the Committee on recent staffing changes. Tyler Duessing started as the City Electrician/Electrical Inspector on February 28, 2022. Andrew Sukowaty has been hired to fill the upcoming vacancy created by Ross Blaha's retirement as Water Utility Director and will start on March 7, 2022. The Police Department recently hired two part-time Police Officers, Leander Menn and Zayla Mueller, with the anticipation of promoting them to full-time upon their successful completion of the Law Enforcement Academy in May 2022. The Police Department is also recruiting to fill other Police Officer vacancies and targeting lateral transfers with a signing bonus offered.

4. **PRESENTATION BY JUSTIN FISHER, R.W. BAIRD, REGARDING BORROWING FOR 2022 CAPITAL PROJECTS**

Justin Fisher, R.W. Baird, presented to the Committee regarding the 2022 capital improvement borrowing. He provided a comparison of interest rates between municipal markets and the Board of Commissioners of Public Lands and the benefits of one over the other. He also detailed the timeline and structure of the borrowing including the loan term, call feature, estimated interest rate, and maximum parameters for the interest rate.

Motion by Bittner, seconded by Wachowski, to recommend Council adopt a parameters resolution for 2022 capital borrowing of \$2,305,000 with a maximum interest rate of 3.25%. Motion carried unanimously by voice vote.

5. **CONSIDER RECOMMENDATION FOR REVISION AND CONSOLIDATION OF NON-UNION PAY SCALES**

Jamie Jackson, City Clerk, provided the Committee with a recommendation for restructuring of the existing non-union pay scales into separate scales for part-time and full-time employees. Previous versions of the annual salary survey included a combined list of part-time and full-time positions with scales broken out for specific union groups and job categories that no longer exist following Act 10 (2011). Many of the scales still reflected past union agreements and did not offer consistent percentage increases between steps across City departments. Employees covered by current collective bargaining agreements (Police and Fire) are not factored into these scales.

The new scale is broken out separately into a full-time scale and a part-time scale with a large reduction in the total number of scales accomplished by grouping positions of similar complexity in the same scale. To decrease the total number of scales, minor pay adjustments needed to be

made to many employees' wages in order to place them on a step within the new scales. The cost of making these adjustments was distributed to the Committee – total cost cited was approximately \$5,200, on an annual basis. Scales are updated annually to reflect the cost-of-living adjustment authorized by the City Council for that year, if any.

Motion by Wachowski, seconded by Dahlke, to recommend Council approve the pay scales as presented and implement any necessary pay rate changes as indicated effective with the next payroll. Motion carried unanimously by voice vote.

6. CONSIDER UPDATED PERSONNEL POLICY MANUAL

Jamie Jackson, City Clerk, provided the Committee with a draft of an updated personnel policy and indicated that there has not been a comprehensive personnel policy update in many years. The policies worked off in the recent past were a combination of old policies that did not incorporate newer policy changes enacted by the Council in one single document that could be distributed to employees upon hire, or upon request.

Except for cleaning up the language in this document, there are minimal changes to actual policy. The updated policy is a comprehensive personnel policy that includes past policy in a single document, with any updates that Council has already approved. The goal is to get this initial document approved so a copy can be made available to all employees. Employees will be required to sign off acknowledging that they have received and will read the policy. Any policy changes that the Council wishes to make in the future will be incorporated into the policy and distributed to employees upon the change being adopted by Council.

Motion by Bittner, seconded by Wachowski, to recommend Council approve the updated personnel policy. Motion carried unanimously by voice vote.

7. CLOSED EXECUTIVE SESSION

The Personnel and Finance Committee reserves the right to enter into closed session per Wisc. Stats. 19.85(1)(e) 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: Discuss possible TIF assistance to redevelopment project on City-owned former Eggers Industries site.

Motion by Wachowski, seconded by Dahlke, to enter into closed session at 7:06 PM. Motion carried unanimously by roll call vote.

8. RECONVENE IN OPEN SESSION

Motion by Wachowski, seconded by Dahlke, to reconvene in open session at 7:57 PM. Motion carried unanimously by roll call vote.

9. ADJOURNMENT

Motion by Wachowski, seconded by Dahlke, to adjourn the meeting at 8:01 PM. Motion carried unanimously by roll call vote.

Jamie Jackson
City Clerk