

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
July 13, 2011**

PER20110713-1

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held Wednesday, July 13, 2011 at City Hall, W63 N645 Washington Avenue, lower level, Room 1. The meeting was called to order at 6:00 p.m. by Council President Paul Radtke.

Roll Call: Present - Council President Paul Radtke, Council Members Ron Reimer and Art Filter

Also Present - Council Member Bob Loomis, City Attorney Kaye Vance, City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Deputy Clerk Amy Kletzien, former Administrative Assistant Cathie Anschuetz, Chief Elections Inspector Ruth Cook

STATEMENT OF PUBLIC NOTICE

Council President Radtke verified that the notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the News Graphic, to all news media and citizens who had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

The minutes of the February 24, 2011 meeting were placed on file.

CONSIDER REQUEST TO REPLACE THE ADMINISTRATIVE ASSISTANT POSITION WITH TWO PART-TIME POSITIONS

City Administrator/Treasurer Mertes said the Administrative Assistant for the Clerk's Office and Administrator's Office retired on June 3. This traditionally has been a split position between the two departments; however, a majority of the time is spent in the Clerk's Office. She is proposing that two positions be created: a three-quarter time permanent Administrative Assistant position at \$18 per hour and a temporary part-time elections position at \$18 per hour. The former Administrative Assistant was paid \$22.01 per hour. She reminded the Committee that the part-time Secretary position was not filled when the person holding that job took another job last year.

Council Member Filter said he could not support paying \$15 to \$18 per hour for these positions.

City Clerk McHugh said the duties in the Clerk's Office include answering phones, assisting at the counter, filing, preparing Council packets, preparing monthly calendars, updating information on the City's cable channel, preparing the City newsletter, updating the directory of officials, and making deposits, along with a variety of election duties, which are the most time consuming.

City Administrator/Treasurer Mertes said the Administrative Assistant handles drug and hearing testing, collecting data, risk assessments, revising policies, and preparing the budget document. This person also handles some confidential matters.

Council Member Filter suggested other clerical people in the building fill in when needed and a part-time person be hired to help with elections as needed. He said he would like the record to

show that a petition was received from poll workers regarding the establishment of an elections supervisor position.

Council Member Loomis suggested two people be hired that work no more than 600 hours per year. This would eliminate the benefits issue.

Council Member Radtke said that one good employee can often be more efficient than two employees. He said that part-time people have been hired at his company at a lower salary, but this has not always paid off in the long run.

Deputy Clerk Kletzien said that is difficult to manage the Clerk's Office with two people. For example, a few weeks ago the City Clerk was at elections training and she was the only one in the office. She had twenty three people come in to pick up licenses, receipted over \$8,000, had numerous phone calls, and had someone register to vote. She said she worked through her lunch and stayed until 5:45 p.m. She has worked weekends to get licensing work done.

Council Member Filter made a motion that the Personnel Committee recommend to the Council that one part-time person working not more than 600 hours per year be hired to assist with elections.

Council Member Radtke said that he has listened to staff and it seems there is work that needs to be done by someone working more than 600 hours.

Council Member R. Reimer said that this approach would only solve a 600 hour deficiency. He said it seems like there is more of a need in this case.

Council Member Loomis suggested hiring two part-time people who work no more than 600 hours. One person would assist with elections and another would perform other routine tasks.

The motion died due to a lack of a second.

Council Member Filter made a motion that the Personnel Committee send a recommendation to the Council that two part-time employees be hired, both not to exceed 600 hours per year.

Council Member R. Reimer said the deficit in hours needs to be managed.

Council Member Radtke said that he agrees with Council Member R. Reimer. He said that the Committee needs to have faith in the City Administrator and City Clerk recommendations that employees are needed to get the work done.

Council Member Loomis said that two people working 600 hours each is almost a 2/3 position. He said if sharing services with the Village of Grafton does not work out, additional staff may need to be cut. He said he would rather not see employees hired and then have to let them or other employees go because of the budget crisis.

The motion died due to a lack of a second.

Council Member R. Reimer made a motion that staff prepare numbers in terms of the hours needed that can be forwarded to the Council, and that this Committee make no specific recommendation to

the Council. The motion was seconded by Council Member Radtke and carried with Council Members Radtke and R. Reimer voting aye and Council Member Filter voting nay.

Ruth Cook, Chief Elections Inspector, said that the poll workers have worked with an excellent team of employees in the past. She said the Committee and Council needs to consider the quality, training and dedication of employees and not just focus on the monetary cost. She said consideration must be given to quality people when filling positions.

SALARY ADJUSTMENTS FOR NON-REPRESENTED EMPLOYEES

City Administrator/Treasurer Mertes said union employees will receive a 1% salary increase on December 31, 2011, a 1% increase on January 1, 2012, and 1% increase on July 1, 2012. She asked the Committee to consider recommending the same increases for non-union employees. These increases amount to approximately \$41,000.

Council Member Filter made a motion to recommend to the Council that non-union employees receive 1% wage increases on December 31, 2011, January 1, 2012, and July 1, 2012, which coincides with the union increases. The motion carried unanimously.

Council Member Reimer said he asked that a discussion of the required grievance policy and safety issues at City Hall be placed on this agenda but were not. He asked how items get placed on the Personnel Committee agenda.

Attorney Vance said that the City has a grievance policy, but it must be updated by October because of recent changes in the law. She said staff was not ready at this point to place it on the agenda.

City Administrator/Treasurer Mertes said that the grievance policy will be revised and can be brought to the Committee at that time. The safety issue will be addressed administratively.

ADJOURNMENT

A motion was made by Council Member Radtke, seconded by Council Member Filter, to adjourn the meeting at 7:10 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC
City Clerk