

PERSONNEL COMMITTEE

JANUARY 7, 2021

The meeting was called to order at 5:37 p.m. by Chairman Cory Kuhlman. Committee members present were Cory Kuhlman and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, and Alice Godsey, Public Utilities Director

APPROVAL OF MINUTES

The Committee agreed 2-0 to approve the minutes of the November 24, 2020 committee meeting.

PROPOSED WAGE RANGE FOR ENGINEER POSITION

The Committee considered a proposed change to the wage range for the City Engineer position. Ms. Chalfant stated that the job description has been updated to add more emphasis on design work. Ms. Kabat provided salary information for this position and other City leadership positions. She said that in discussions with engineers from other governmental agencies and private engineering firms, she has been told that our current wage range for the engineer position is under market value. She said that the actual average salary for this position is \$105,000. Ms. Kabat said that the City would save \$85,000 a year just by having the Engineer design the annual resurfacing project. Jon Eckel, former Assistant to the Administrator, was present and stated that in the past, the Engineer position was more of a project engineer. When asked, Mr. Eckel said that this position doing the design work of the resurfacing project is very doable, and they could also do the design of some small water and sewer line projects. Ms. Godsey explained the process involved in obtaining the Professional Engineer designation.

The Committee discussed how creating the construction inspector position has more than paid for itself by eliminating outsourcing inspection services on certain projects. The Committee agreed 2-0 to recommend approval of the increased pay range to \$94,944.74 to \$116,043.57 for the City Engineer position. Ms. Kabat said that the people she has talked to felt that we would be able to attract a pool of qualified candidates with that range.

Mr. Kuhlman said that he would like the salary range chart to be discussed and updated annually to make sure our people are paid correctly. Mr. McCarthy asked who the Engineer reports to. Ms. Kabat said that currently it is the Service Director, but they will be taking a look at that because this person will also be working with the Director of Public Utilities. Mr. Kuhlman said that he agrees this person should report to the Administrator.

REVIEW PROPOSED REPEALS AND UPDATES FOR SECTION 266 OF THE ADMINISTRATIVE CODE

The Committee reviewed four ordinances regarding the personnel code that were distributed at the last meeting. Ms. Kabat said that these code sections are either covered in collective bargaining agreements or in the employee handbook. Ms. Sandretto said that regarding the ordinance dealing with the Family Medical Leave Act, it makes more sense that we follow the State and Federal rules since we are required to anyway. That way if there are changes to the rules, we don't have to keep updating the ordinance. The

Committee agreed 2-0 to recommend approval of the legislation. The Committee was given another packet for discussion at the next meeting.

OTHER BUSINESS

Mr. Kuhlman called attention to an email received from Kitty Gibson regarding the Animal Control Officer not being replaced. Ms. Kabat said that she had not seen the email, but the position is being replaced by an outside organization.

The Committee congratulated Mr. Eckel, Jeff Studer, Dave Schmaltz, and Dave Miller on their retirements.

Mr. Kuhlman asked that the Administration keep track of how we reallocate the dollars being saved by not outsourcing projects.

There was a brief discussion regarding the NeoGov onboarding software.

There being no further business, the meeting adjourned at 6:28 p.m.

Respectfully submitted,

Cory Kuhlman, Chairman
Personnel Committee

Next regular meeting: Tuesday, February 23, 2021 at 5:00 p.m.