

Minutes

CIVIL SERVICE COMMISSION MINUTES - April 4, 2002

PRESENT: Commissioners Bernard Kramer, Jocelyn Bubolz, Ronald Pezze, Mark Jorgensen and Sue Robison-Matheson.

ALSO PRESENT: Employee Representative Patt Kure, Director of Human Resources Tami Potkay, Pat Herrmann, Liz Kaminski, Mayor Ted Wysocki and Nate Stanislawski.

Chairperson Kramer called the Civil Service Commission meeting to order at 4:36 p.m.

New Commissioner Robison-Matheson was introduced and welcomed.

APPROVAL OF MINUTES

Motion by Comm. Bubolz to approve the January 21, 2002 minutes as presented. Seconded by Comm. Jorgensen and carried unanimously

GENERAL DISCUSSION OF NEW POSITIONS, CHANGES, ETC. FROM DIRECTOR OF HUMAN RESOURCES

Ms. Potkay indicated that the only changes are those issues to be addressed later on the agenda. No new employees.

HEALTH INSURANCE BENEFITS AND PREMIUM CONTRIBUTIONS

Mayor Wysocki proposed that Civil Service Employees contribute 10% of the premiums for their health insurance. It was reported that the cost of health insurance had increased by 40% in 2002 and that costs were likely to continue to rise. It was also reported that the City intends to propose a percentage-based contribution to the Teamsters Union during the up-coming negotiations. Members of the City's two other unions pay a flat \$50 per month through 2002 but that will increase to \$60 in 2003. After much debate, the CSC took the following action:

Motion by Comm. Kramer to recommend to council to modify:

' 11-21 (A).Medical Insurance. to read: Effective July 1, 2002, regular full-time employees shall contribute 5% of the monthly premium toward the cost of health insurance. If an employee has a spouse that is also a city employee, that employee and the employee's spouse will be entitled to only one family health insurance contract between them from the City or two single plans. And to direct the City Attorney to prepare the proper Ordinance.

Seconded by Comm. Jorgensen and carried with Comm. Bubolz and Comm. Pezze opposed. (Note for the record: Comm. Bubolz and Comm. Pezze opposed because they favored an effective date of September 1, 2002.)

It is the intention of the CSC to re-visit this issue at 2002 year-end.

ELECTION OF OFFICERS - SECRETARY

Motion by Comm. Bubolz to elect Comm. Pezze as Secretary. Seconded by Comm. Robison-Matheson and carried unanimously.

Motion by Comm. Bubolz to move into closed session. Seconded by Comm. Pezze and carried unanimously.

CLOSED SESSION

The basis for items to be discussed in Closed Session are as enumerated in Sec. 19.85(1)(c) of the Wisconsin Statutes.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Department Reorganization Efforts –

- Retiree Health Insurance –

- Banding of City Clerk –

- Benefits Schedule -

OPEN SESSION

RETIREE HEALTH INSURANCE

Motion by Comm. Bubolz to recommend to council to recognize 100% of unused sick leave for calculation of the insurance premium bank for post retirement benefits. This provision shall only apply to employees classified as civil service who retire in the year 2002, and have a minimum of 20 years of service. Upon exhaustion of the insurance premium bank, employees may continue coverage in the City's health insurance program at their sole expense until the employee and/or spouse reach Medicare eligibility.

Seconded by Comm. Robison-Matheson and carried unanimously.

BENEFITS/VACATION SCHEDULE

Motion by Comm. Bubolz to approve 120 hours of paid vacation time as part of the compensation package of IT Manager Susan Schaefer. Seconded by Comm. Kramer and carried unanimously.

DEPARTMENTAL REORGANIZATION EFFORTS/CREATION OF UTILITIES AND STREETS OPERATIONS DEPARTMENT

Motion by Comm. Kramer to recommend to Council to:

1. Remove the streets division from the Streets, Parks and Recreation Department and retitle this department and all relevant job descriptions to Forestry, Parks and Recreation.
2. Remove the utilities division from the Finance and Utilities Department and retitle this department and all relevant job descriptions to Finance and Administration Department.
3. Create a Utilities & Streets Operations Department by combining the streets division and utilities division and creating a stormwater division.
4. Create and fill the position of Director of Utilities & Streets Operations (Civil Service).

5. Create and fill the position of Office Coordinator - Utilities & Streets (Civil Service).
6. Create and fill the position of Stormwater Supervisor (Civil Service).
7. Fill the position of Utility Supervisor (Civil Service).
8. Direct the Decision Band Committee to band the positions of Director of Utilities & Streets Operations and Stormwater Supervisor.
9. Eliminate the positions of Utility Operations Manager and Streets Superintendent.

And to direct the City Attorney to prepare the proper Ordinances modifying

Chapter 11 as follows:

§ 11-5 Civil Service Positions

Remove: Streets Superintendent, Utility Operations Manager

Retitle: Director of Finance and Utilities to Director of Finance and Administration
 Director of Streets, Parks and Recreation to Director of Forestry, Parks and Recreation

Add: Director of Utilities & Streets Operations, Office Coordinator (Utilities & Streets), Stormwater Supervisor, Utility Supervisor.

§ 11-7 Appointing Authority

Retitle: Director of Finance and Utilities to Director of Finance and Administration
 Director of Streets, Parks and Recreation to Director of Forestry, Parks and Recreation

Add: Director of Utilities & Streets Operations

Seconded by Comm. Jorgensen and carried unanimously.

BANDING OF CITY CLERK - Not discussed.

COUNCIL ACTION ON ORDINANCE NO. 2145 - Not discussed.

CHANGES/UPDATES TO CHAPTER 11 - Noted above.

NEXT MEETING: To be announced.

Motion by Comm. Pezze to adjourn. at 6:35 p.m. Seconded by Comm. Kramer and carried unanimously.

Ronald Pezze, Secretary

Civil Service Commission

