

**PERSONNEL COMMITTEE
COUNCIL ROOM, CITY HALL
106 W. DIVISION STREET
WEDNESDAY, JANUARY 25, 2023
2:30 P.M.**

The Personnel Committee was called to order by Chair Barb Petkovsek. On roll call: Council Members Barb Petkovsek, Daniel Clough and Julie Counsell and Mayor Duane Poeschel present.

Also present: Chief of Police James Mankowski, Director of Public Works Luke Friemoth and City Clerk-Treasurer Rex Roehl.

Motion Counsell, second Poeschel, to approve and file the minutes of the previous meeting.
All Aye.

Chair Petkovsek stated that during the Police Union contract negotiations health insurance was not discussed as it is a prohibited part of bargaining. Currently the City pays 88% of the health insurance premium for both single and family plans. The City reimburses the health insurance deductible at ½ of the first \$2,000 of the deductible paid by the single plan employee and 100% of any deductible over \$2,000-Total deductible \$3,000 with the City's maximum of \$2,000. The City reimburses the health insurance deductible at ½ of the first \$4,000 paid by the family plan employee and 100% of any deductible over \$4,000-Total deductible \$6,000 with the City's maximum of \$4,000.

Roehl stated that the City budgets 2/3 of the deductible in the annual budget process as not everyone uses the full deductible amount. The City has a younger work force, some of the newer police officers are still on their parents policies, this will change over time. Security Health Plan determines the deductible amounts, their Estimate of Benefits (EOBs) are used to process the employee's health insurance deductible reimbursements. These EOBs are filed separate from the employees personnel file or DOT drug/alcohol random testing files. The City has been fortunate to not have any health insurance premium increases for the last four years.

Chair Petkovsek stated to make any changes to the Health Insurance Deductible Reimbursement the Personnel Policy would have to be modified.

Discussion followed.

Motion Poeschel, second Clough, to leave the health insurance benefits the way they are.
All Aye.

Chair Petkovsek stated in doing some research she found that the League of Wisconsin Municipalities has a sample employee handbook. As we work through updating the City's Employee Handbook, we should have a law firm who specializes in employment law review it. The City is small enough that we do not have to comply with FMLA. Do we want to do something beyond the bare minimum. This is going to take some time.

Mayor Poeschel suggested setting up a work group to work on updating the Employee Handbook with the work group bringing sections back to the Personnel Committee for review and recommendation to the full Council.

Chair Petkovsek stated that she has written and reviewed policies before, she would like to involve Department heads in the process. Friemoth and Mankowski have the most employees.

Mankowski stated by involving the Department Head you send the message-we worked on this together, we have had input, we were part of the process. Do the update process in sections at a time. He updates the Police Department policy every two years, to keep it always up to date, we need to invest the money, to do the job, good documentation to support us.

Chair Petkovsek stated if we can get the Employee Handbook update done by this Fall, we could review it every two years in the odd years, as Mankowski updates the Police Department policy every two years in the even years.

Chair Petkovsek stated that the Library Board also has a Personnel Policy, we could add Library specific language to the City policy instead of having two policies.

Mankowski states that he has 15 State Statutes policies in the Police Department policy.

Chair Petkovsek stated she would work with Council Member Counsell and the Department Heads to work on updating the Employee Handbook.

Chair Petkovsek stated that she contacted the League of Wisconsin Municipalities. We can discuss the City Attorney position as it serves the City, however we can not discuss the person who is in the position. The City ordinance sections involved are Section 2-3-4 City Attorney and Section 2-3-1X Officials.

Council Member Counsell stated we need to talk about the skill sets needed versus a generalist attorney. A couple of different firms provide municipal services.

Council Member Clough asked how long the ordinances have been in effect-they were set up in 1996. Why change the setup if it is not broken.

Chief of Police Mankowski stated you don't go to a dentist for a headache, the employee handbook needs a specialist instead of a generalist.

Council Member Clough stated we have to identify what we are trying to fix, appoint special counsel for special projects, employee versus contract services.

Mankowski stated if you hire a firm, you have an agreement and client contact person, that contact person routes you to someone who has that special skill set.

Mayor Poeschel stated what is the cost benefit, we don't need an attorney at every meeting, if legal advice is needed, call someone.

Council Member Counsell stated that there is no downside to having someone come in and talk to us, with a larger firm you have more than one set of eyes looking at the complex issues. We probably won't be locked into a dollar amount contract.

Chair Petkovsek stated Mayors and Councils change over time, every time you call you will be charged, with a retainer you get a newbie, but the contract could be capped.

Council Member Clough stated we are looking at a wider skill set, the depth of the skill set and dollar expense.

Chair Petkovsek asked if we need a labor attorney, how do we obtain that special counsel.

Council Member Counsell stated right now anyone can contact the City Attorney, what should that procedure be.

Chair Petkovsek stated we have the Council, Library Board, Police and Fire Commission with Mayor Poeschel in charge of the Attorney by our ordinances.

Mayor Poeschel stated a starting point-bring in a couple of firms to talk to us, cost it out, what is the total cost with a City Attorney, what are other municipalities doing.

Chair Petkovsek stated she will follow up with the City Attorney about today's discussion.

Chair Petkovsek asked the City Clerk to register Personnel Committee members and Department Heads for the League of Wisconsin Municipalities Human Resources for Small Communities webinar March 7 to 10, 2023.

Motion Poeschel, second Counsell, to adjourn. All Aye.

Barb Petkovsek, Chair