

**MINUTES**  
**PERSONNEL COMMITTEE**  
**APRIL 15, 2021**  
**VERONA CITY HALL**  
**5:30 P.M.**

1. The meeting was called to order by Chad Kemp at 5:30 p.m.
2. Roll Call: Chad Kemp, Charlotte Jerney, and Heather Reekie were present. Also present: City Administrator Adam Sayre, Human Resources Coordinator Mitch Weckerly, Public Works Director Theran Jacobson, Senior Center Director Stephanie Ehle, and Finance Director Brian Lamers.
3. Public Comment: There were no comments by the public.
4. Approval of the minutes from the March 10, 2021 Personnel Committee meeting. Motion by Reekie, seconded by Jerney, to approve the minutes of the March 10, 2021 Personnel Committee meeting. Motion carried 3-0.
5. Discussion and Possible Action Re: Position description, and recruitment for the Streets Superintendent position  
Jacobson provided an overview of the proposed changes to the Streets Superintendent, Assistant Director of Public Works, and Utility Superintendent positions. Jacobson is proposing the position changes to reduce burnout, shift duties, and to create redundancy. The proposed Utility Superintendent position will replace the existing Construction Manager position when the Construction Manager retires in May of 2022. The Street Superintendent position will be vacant in the near future as the current Street Superintendent has indicated he will be stepping down from the role. Jacobson is requesting to fill the Utility Superintendent position starting in August of 2021 which will require a budget amendment that needs approval by the Common Council.  
  
The Personnel Committee had questions regarding the costs, staffing levels, and timing of the positions. Funding from the utility would be used to fund the proposed Utility Superintendent position.  
  
Motion by Reekie, seconded by Jerney, to approve the position description, and recruitment for the Streets Superintendent position. Motion carried 3-0.
6. Discussion and Possible Action Re: Position description, for the Assistant Director of Public Works position  
Motion by Kemp, seconded by Jerney, to approve the Position description, for the Assistant Director of Public Works position. Motion carried 3-0.
7. Discussion and Possible Action Re: Position description, compensation, and recruitment of the Utility Superintendent position  
Motion by Kemp, seconded by Jerney, to approve the position description, compensation, and recruitment of the Utility Superintendent position. Motion carried 3-0.
8. Discussion and Possible Action Re: Position description, reclassification, and compensation for the Senior Center Lead Case Manager position

Ehle provided an overview of the proposed changes to the Lead Case Manager and Case Manager positions. The Senior Center has an existing vacancy within the existing case managers positions. Due to that vacancy Ehle is proposing to change the position descriptions for the case managers to create a Lead Case Manager position. The existing case manager would be reclassified into the new Lead Case Manager position. The most significant change to both positions is the requirement of a Bachelor's degree. The Case Manager Lead position would also be assigned additional duties and responsibilities related to the oversight of the case management program. The vacant Case Manager position would remain vacant for the time being as the Senior Center has a graduate intern from the UW and the Case Manager position wouldn't be filled into the internship is completed.

Weckerly explained the proposed changes would impact the compensation for both positions. The Case Manager position would move from grade seven to grade nine on the City compensation scale. The Case Manager Lead position would be placed at Grade 10 of the City compensation scale.

Weckerly added the proposed reclassification of the current Case Manager to the Case Manager Lead position would be effective on Monday, April 19, 2021. Upon reclassification, the employee would receive a 29 cent pay increase to grade 10, step three of the City compensation scale.

The Personnel Committee discussed the changes and were supportive.

Motion by Kemp, seconded by Jerney, to approve the position description, reclassification, and compensation for the Senior Center Lead Case Manager position. Motion carried 3-0.

9. Discussion and Possible Action Re: Position description, compensation, and recruitment for the Senior Center Case Manager position

Motion by Kemp, seconded by Jerney, to approve the position description, compensation, and recruitment for the Senior Center Case Manager position. Motion carried 3-0.

10. Discussion and Possible Action Re: Providing seasonal Fireman's Park beach passes to City staff

As part of the City's Wellness Team, Staff has identified providing a free beach pass to permanent Staff to encourage employees to relax and spend time outside of work with family and friends. This idea would have no budget impact, but employees may be taxed as it may be considered a benefit.

The Personnel Committee discussed the idea and was supportive of providing Staff with a recreation benefits.

Motion by Reekie, seconded by Jerney, to approve providing seasonal Fireman's Park beach passes to City staff. Motion carried 3-0.

11. Discussion and Possible Action Re: City of Verona Administrative Policy Administrative Policy Number 4 Section 3-4 relating to vacation carryover

Due to the pandemic, there has been more requests than typical to carryover vacation time. The City's Policy allows employees to accumulate up to 2-times the maximum rate. Staff wanted to update the Committee on the carryover requests in 2021, and also request feedback if there is any interest in amending the policy. The policy could be amended to not allow carryover, the policy could be amended to allow additional payouts at

retirement/leaving the City, and the policy could be amended to allow additional carryover without a payout.

The Personnel Committee discussed the policy. The Committee was supportive of letting employees carryover vacation time, but had no interest in allowing for additional time to be paid out at retirement or leaving the City. The Committee was supportive of allowing the additional banking of vacation time without paying it out to allow potentially longer vacations so long as schedules allow. The Committee directed Staff to look at changes to the policy to allow more carryover without additional payouts.

12. Discussion and Possible Action Re: Updates on training for equity and bias  
Weckerly updated the Personnel Committee on training for equity and bias. All permanent City employees have completed training in January of 2021 through the City's insurance provider. Staff continues to explore additional training options for Staff. Reekie provided additional trainings options/ideas for the City to consider. Staff requested ideas to be sent to Staff for future consideration.
13. Discussion and Possible Action Re: Discussion regarding candidates for City Clerk  
The Personnel Committee may convene in a closed session for the purpose of discussing candidates for the position of City Clerk as authorized by Section 19.85(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Personnel Committee may reconvene in open session to discuss and take action on the subject matter discussed in the closed session.

Staff is requesting a closed session to update the Personnel Committee on the City Clerk recruitment. Motion by Kemp, seconded by Jerney, to convene in a closed authorized by Section 19.85(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Personnel Committee may reconvene in open session to discuss and take action on the subject matter discussed in the closed session. On roll call: Jerney – Aye; Reekie – Aye, Kemp – Aye. Motion carried 3-0. Adam Sayre, and Mitch Weckerly were invited to remain for the closed session. Closed session convened at 6:29 p.m.

Motion by Kemp, seconded by Reekie, to reconvene in open session at 6:43 p.m. Motion carried 3-0. Kemp stated the recruitment process is ongoing and the City continues the recruitment.

14. Adjournment:  
Motion by Reekie, seconded by Jerney, to adjourn at 6:44 p.m. Motion carried 3-0.

Adam Sayre, City Administrator