

AMENDED

AGENDA FOR REGULAR COMMON COUNCIL MEETING
SUPERIOR, WISCONSIN
Tuesday – September 3, 2013
6:30 p.m. - Government Center, Board Room 201

Standing Committee Reports to be Approved:

6.8 Human Resources Committee, August 19, 2013

1. *To re-approve the request to fill the Contract Analyst position.*
2. Receive and file Monthly Personnel Reports for June & July, 2013.

Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please contact the City Clerk's Office at (715) 395-7200 prior to the scheduled meeting. The City will attempt to accommodate any request depending on the amount of notice received. TDD (715) 395-7521.

In compliance with Wisconsin Open Meetings Law, this agenda was:
Posted: Government Center, Court House, & Public Library,
Faxed to: Daily Telegram, Public Library, August 30, 2013



SUPERIOR

W I S C O N S I N

Living up to our name.

Human Resources Department
Cammi Koneczny, Human Resources Administrator
Debbie Bergstrom, Human Resources Administrative Assistant

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August 21, 2013

Council Agenda: 9/3/13

Revised August 30, 2013

TO: Members of the Common Council

FROM: Human Resources Committee

At the August 19, 2013 Human Resources Committee meeting the committee acted on the following:

1) Referred from Council 8/6/13: Human Resources Committee, July 15, 2013, meeting minutes.

Motion by McDonald, seconded by Herrick, to re-approve the request to fill the Contract Analyst position.
APPROVED

± 2) Receive and File:

A) Monthly Personnel Reports for June & July 2013.

Motion by Herrick, seconded by McDonald, to receive and file the Monthly Personnel Reports for June & July 2013.
APPROVED

TO: MEMBERS OF THE COMMON COUNCIL
FROM: HUMAN RESOURCES
RE: MONTHLY PERSONNEL REPORT --JUNE 2013

| <u>Effective Date</u> | <u>Employee Name</u> | <u>Department</u> | <u>Description</u> |
|-----------------------|----------------------|-------------------|--|
| 6/01/13 | Mark Unger | ESD | Completed initial probation |
| 6/01/13 | Courtney Zimmerman | Bldg Insp | Address change |
| 6/02/13 | Sheldon Niemi | Maint/Const | Complete promotional probation |
| 6/04/13 | Darlene McNamara | PW/Landfill | Completed initial probation and wage increase to Step 3 |
| 6/05/13 | Randall Markon | Street | Wage increase to Step 3 |
| 6/07/13 | Ray Koenen | Street | Wage increase to Step 3 |
| 6/08/13 | Jeff Goetzman | PW | Wage increase to Step 7 |
| 6/08/13 | Mark Hunter | Parks | Completed initial probation |
| 6/08/13 | Duane Fonger | Street | Wage increase to Step 3 |
| 6/10/13 | Brett Gunderson | ESD | Hired as Engineering Tech Student Worker |
| 6/10/13 | Brandon Rounsville | PW/Eng | Hired as Engineering Tech Student Worker |
| 6/11/13 | Kevin Russeth | ESD | Return from FMLA leave of absence |
| 6/11/13 | Logan Saline | Parks | Completed initial probation |
| 6/13/13 | Todd Janigo | PW | Wage increase to Step 5 |
| 6/14/13 | James Berka | ESD | Resigned for other employment |
| 6/14/13 | Andrew Bronson | Street | Resigned for other employment |
| 6/14/13 | Charlie Haworth | Fire | 2.5 year longevity |
| 6/17/13 | Jason King | Central Equip | Reclassified as Certified Mechanic |
| 6/17/13 | Dennis Himmenkamp | Street | Rehired as Seasonal Laborer |
| 6/17/13 | Alison Bergstrom | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Michael Hudson | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Emily Kasparek | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Kevin LaJoie | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Caitlin Schneider | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Heidi Lindell | Parks & Rec | Rehired as Bus Driver - Playground Program |
| 6/17/13 | Luke Darwin | Parks & Rec | Hired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Michaela Dougherty | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Nicholas Kirchoff | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Madison Lindquist | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Kristina O'Brien | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Lindsay Sommer | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/17/13 | Haley Tribbey | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/20/13 | Marleigh Van Arsdale | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/24/13 | Jennifer Ostrowski | Parks & Rec | Rehired as Recreation Program Monitor-Playground Program |
| 6/25/13 | Lee Sandok Baker | Bldg Insp | Rehired as Recreation Program Monitor-Playground Program |
| 6/28/13 | Heather Peterson | City Attorney | Wage increase to Step 4 |
| 6/28/13 | Mary Morgan | Parks & Rec | Begins FMLA leave of absence |
| 6/30/13 | Alan LaLuzerne | Central Equip | 20 year longevity |
| | | | 5 year longevity |

TO: MEMBERS OF THE COMMON COUNCIL
FROM: HUMAN RESOURCES
RE: MONTHLY PERSONNEL REPORT -JULY 2013

| <u>Effective Date</u> | <u>Employee Name</u> | <u>Department</u> | <u>Description</u> |
|-----------------------|----------------------|-------------------|--|
| 7/02/13 | Benjamin Dvorak | Fire | Wage increase to Firefighter Step 1 |
| 7/02/13 | Gary Winters | Fire | Wage increase to Firefighter Step 1 |
| 7/02/13 | Andrew Rausch | ESD | Wage increase to Step 2 |
| 7/02/13 | Jeffrey Hagadorn | Street | Hired as Laborer |
| 7/07/13 | Nicholas Eastman | Police | Wage increase to Step 5 |
| 7/07/13 | Walter Larson | Maint & Const | Completed 90 day probation & wage increase to Step 5 |
| 7/08/13 | Robert Zimmerman | Fire | Hired as Firefighter |
| 7/08/13 | Corey Larson | Fire | Hired as Firefighter |
| 7/08/13 | James Corwith | Fire | Hired as Firefighter |
| 7/08/13 | Matthew Noll | Fire | Hired as Firefighter |
| 7/08/13 | Bonnie Baker | ESD | Hired as Seasonal Laborer |
| 7/10/13 | Michael Jacobson | Library | Address change |
| 7/11/13 | Michael Hoyt | Fire | Wage increase to Step 3 |
| 7/13/13 | Angela Harker | City Clerk | Wage increase to Step 4 |
| 7/15/13 | Paul Graden | Central Equip | Return from FMLA leave of absence |
| 7/15/13 | Jeffrey Baker | Fire | Return from FMLA leave of absence |
| 7/16/13 | Courtney Zimmerman | Bldg Insp | Completed 12 month probation and wage increase to Step 2 |
| 7/16/13 | Joel Tinker | Fire | Address change |
| 7/17/13 | Randy Gunderson | Street | Address change |
| 7/21/13 | Nicolas Williams | ESD | 5 year longevity |
| 7/22/13 | Rick Hughes | Police | 25 year longevity |
| 7/23/13 | Robert Blair | ESD | Address change |

**HUMAN RESOURCES COMMITTEE
MEETING JULY 15, 2013**

MEMBERS PRESENT: Bob Finsland, Denise McDonald, Mike Herrick

OTHERS PRESENT: Debbie Bergstrom, Jeff Goetzman, Mayor Bruce Hagen, Sue Heskin, Todd Janigo, Terri Kalan, Cammi Koneczny, Charles LaGessee, Mary Morgan, Steve Panger, Frog Prell, Steve Roberts, Jason Serck, Jean Vito, Dan Zuchowski

The meeting was called to order at 4:00 p.m.

1) Referred from Council 8/6/13: Human Resources Committee, July 15, 2013, meeting minutes.

Mayor Hagen said that he met with both Councilors Bender and Olson to see what their concerns are in filling the Contract Analyst position. They had some different viewpoints of how it should be handled and if the position is needed. Hagen also spoke to several department heads and others in administration as to the relationship of this position to their department. The resources and expertise of this position is extremely valuable and highly cost saving to the City and County. This position has saved hundreds of thousands of dollars, plus monitors many contracts.

Finsland shared some bullet points at the request of Councilor Bender:

- The position should not have been advertised until it was passed by Council
- Current person doing the job is a temp and may apply for the position.
- Money is in the budget for the position, but just because money is budgeted, doesn't mean it must be spent.
- Former Fire Chief Goetelaere would not have been able to steal \$250,000 if one person took over seeing all the contracts.
- Bender will support HRC's decision.

Finsland explained that HRC has the authority to approve filling the position without the Council's approval.

Koneczny said that she got an email from Councilor Olson today in which he stated that he would support HRC's decision.

Vito explained that in two projects alone Contract Analyst Nancy Brown covered her salary and benefits since her hire date, plus \$100,000 for the City.

Motion by McDonald, seconded by Herrick, to re-approve the request to fill the Contract Analyst position.

APPROVED

2) Receive and File:

A) Monthly Personnel Reports for June & July 2013.

Motion by Herrick, seconded by McDonald, to receive and file the Monthly Personnel Reports for June & July 2013.

APPROVED

3) Request to Fill Position:

A) Light Equipment Operator-Parks Division

Koneczny explained that the position will be vacant due to a retirement at the end of August. With the recent discovery of Ash Borer, the position will need to be filled as soon as possible.

Motion by McDonald, seconded by Herrick, to approve the request to fill a Light Equipment Operator position in the Parks Division.

Motion by Herrick, seconded by McDonald, to adjourn at 4:12 p.m. UNANIMOUSLY APPROVED