

THE CITY of *Altoona*

Altoona, Wisconsin

TO MEMBERS OF THE PERSONNEL COMMITTEE:

UPDATED AGENDA

There will be a Personnel Committee meeting on, **Wednesday, September 16, 2020 at 1:00 p.m.**

THE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO CONFERENCE.
DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE. AN INSTRUCTION PAGE WILL BE PROVIDED ON THE NEXT PAGE SHOWING HOW TO PARTICIPATE.

You may join the September 16 meeting from your computer, tablet or smartphone via

WEBSITE: <https://zoom.us/join>

Meeting ID: 876 4276 7302

Meeting PASSWORD: 698248

Or you can also dial in using your phone.

CALL IN PHONE NUMBER: 1-312-626-6799

Meeting ID: 876 4276 7302

Meeting PASSWORD: 698248

Agenda:

- I. Call Meeting to Order.
- II. Roll Call.
- III. Discuss/consider approval of the September 24, 2019 Personnel Committee Meeting minutes.
- IV. New Business
 1. Discuss/consider recommendation to Council regarding wage increases for 2021.
 2. Discuss/consider recommendation to Council regarding requested personnel position
- V. Miscellaneous Business and Communications.
- VI. Adjournment.

Cindy Bauer
City Clerk

Dated: September 9, 2020

THE CITY *of Altoona*

Please contact City Hall at 839-6092 if you cannot attend the meeting.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's Office at 839-6092 with as much advance notice as possible.

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**ALTOONA, WI
PERSONNEL COMMITTEE
MEETING MINUTES
September 24, 2019**

(I) Call Meeting to Order.

The meeting was called to order at 4:30 p.m. by Acting Chairperson Tim Sexton in the absence of Mayor Brendan Pratt held in the Council Chambers at Altoona City Hall.

(II) Roll Call.

Members present: Tim Sexton, Red Hanks, Matthew Biren, Terry Magnuson, Fred Hoversholm.

Also present: Council Members Dale Stuber, Susan Rowe
Budget Committee Member Mark Willer
City Administrator Mike Golat
Fire Chief Mark Renderman
Police Chief Kelly Bakken
Finance Director Tina Nelson
Administrative Support Betsy Boley
Management Analyst Roy Atkinson
Library Director Alyson Jones
Deputy Clerk Ann Lein
Library Board Members Deb Swan, Sharon Hanks, Liz Snyder
City Clerk Cindy Bauer

Absent: Mayor Brendan Pratt

(III) Approval of minutes

Motion by Magnuson, Hanks to approve the minutes of the June 12, 2019 Personnel Committee meeting. **Motion carried.**

(IV) New Business**(1) Discussion/consider recommendation to Council regarding the results from the Carlson Dettmann Wage Study.**

City Administrator Golat provided some background information regarding a Wage Study. Golat explained that City Council budgeted funds in 2019 to complete a classification and compensation study. Golat said the study is intended to evaluate the responsibilities of each position and establish a compensation and pay schedule based on surveying comparable positions in other jurisdictions; position descriptions will also be updated. In addition, recommendations for implementing the classification plan will be presented. The study will cover approximately 25 positions. All permanent full-time employees are included except police officers covered by a collective bargaining agreement. In addition, the study will include several permanent part-time positions in the library and one in the police department. Golat noted that Carlson Dettman completed a similar study for the City in 2009.

Patrick Glynn from Carlson Dettmann provided some background information regarding his company. Glynn gave a presentation on the Results of the Wage Study for the City of Altoona.

Project Process Overview consists of the following:

- Altoona: Service Profile
- 4 Essential Policy Questions/Concerns
- Overview of Process
- Policy/Implementation Issues

- New Steps

Discussion followed regarding the implementation of the study and if the Council adopts the study to follow through with the process.

City Administrator Golat mentioned that the Personnel Committee's job is to consider what was presented at tonight's Personnel Committee and to come up with a recommendation to the Budget Committee with final approval by the Council.

Motion by Sexton/Hanks to recommend to Council to go with the Implementation Cost Estimate of a Step with at least 2% Increase during the 2020 Budget Session. **Motion carried.**

(V) Miscellaneous Business and Communications

None.

(VI) Adjournment.

Motion by Hanks/Magnuson to adjourn at 6:02 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, City Clerk