
THE CITY of *Altoona*

Altoona, Wisconsin

TO MEMBERS OF THE PERSONNEL COMMITTEE:

There will be a Personnel Committee meeting on, **Thursday, May 13th, 2021 at 4:00 p.m.**

THE PERSONNEL COMMITTEE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO CONFERENCE. DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE PERSONNEL COMMITTEE MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.

You may join the May 13th meeting from your computer, tablet or smartphone via

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

MEETING ID: 844 4548 9566

MEETING PASSWORD: 257530

Or you can also dial in using your phone.

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

MEETING ID: 844 4548 9566

MEETING PASSWORD: 257530

Agenda:

- I. Call Meeting to Order.
- II. Roll Call.
- III. Discuss/consider approval of the January 13th, 2021 Personnel Committee Meeting minutes.
- IV. New Business
 1. Discuss/consider recommendation to Council regarding part time wage increases for 2021.
- V. Miscellaneous Business and Communications.
- VI. Adjournment.



Cindy Bauer
City Clerk

Dated: May 11, 2021

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.

**ALTOONA, WI
PERSONNEL COMMITTEE
MEETING MINUTES
January 13, 2021**

(I) Call Meeting to Order.

The meeting was called to order at 3:00 p.m. by Mayor Brendan Pratt held on Zoom Teleconference/ Video Conference due to COVID-19.

(II) Roll Call.

Members present: Mayor Brendan Pratt, Maria Guzman, Matthew Biren, and Terry Magnuson.

Also present: City Administrator Mike Golat
Fire Chief Mark Renderman
Police Chief Kelly Bakken
Administrative Support Betsy Boley
Management Analyst Roy Atkinson
City Clerk Cindy Bauer

Absent: Members Fred Hoversholm and Tim Lima.

(III) Discuss/consider approval of the September 16 and the September 21, 2020 Personnel Committee Meeting Minutes.

Motion by Biren/Guzman to approve the minutes of the September 16 and September 21, 2020 Personnel Committee meeting. **Motion carried.**

(IV) New Business**(1). Discuss/consider recommendation to Council regarding updating the Personnel Manual. (Will be discussed at the January 14, 2021 Council Meeting).**

City Administrator Golat explained that the Personnel and Policy Manual contains updated language for the special exempt positions in the following sections: 8 - Personnel Definitions; 22 - Holidays; 28.2 - Timekeeping and Overtime/Special Exempt Employees. The manual was also updated, clarifying language in the following sections: 8 - Personnel Definitions; 19 - Vacation Leave; 21 - Sick Leave; 27 - Travel Reimbursement Expense; 28.1 (28.3) - Timekeeping and Overtime/Non-exempt Employees, Exempt Employees; 30 - Nepotism; 32 - Work Hours, Work Weeks, Breaks. An updated Personnel Manual was provided to the Personnel Committee for review. Golat noted that this item will be discussed at the January 14, 2021 Council meeting.

Motion by Biren/Guzman to recommend to Council approval to update the Personnel Manual as presented. **Motion carried.**

(V) Miscellaneous Business and Communications

City Administrator Golat commented that the City is moving forward with the new positions that were approved last year for the 2021 budget. Those positions include the Fire Captain, EMS Captain, Public Works Operator, Police Officer and Fire Inspector.

(VI) Adjournment.

Motion by Magnuson/Guzman to adjourn at 3:31 p.m. **Motion carried.**
Minutes transcribed by Cindy Bauer, City Clerk

Seasonal Workers Wage Adjustment

	2020 Current Hourly Rate			2021 Proposed Hourly Rate**		
	Start	Maximum	<i>Annual raise + \$/yr*</i>	Start	Maximum	<i>Annual raise + \$/yr*</i>
Recreation						
Program Instructor	10.00	12.00	+0.50 /yr	12.50	14.50	+0.50 /yr
Concessions	11.00	13.00	+0.50 /yr	13.50	15.50	+0.50 /yr
Referee/Umpire	20.00	30.00		25.00	*per game 35.00	+2.00
Fitness Instructors	15.00	22.00		17.50	*per class 24.50	+2.00
Parks						
Seasonal Supervisor	13.00	15.00	+0.50 /yr	15.50	18.00	+0.50 /yr
Seasonal I	11.00	13.00	+0.50 /yr	13.50	15.50	+0.50 /yr
Seasonal II	13.00	15.00	+0.50 /yr	15.50	17.50	+0.50 /yr
Gardeners	15.00	15.00		17.50	17.50	
Public Works						
Seasonal PW I	13.00	15.00	+0.50 /yr	15.50	18.00	+0.50 /yr

* additional per year worked

** At department head discretion, new employees may receive wages higher than starting wage based on experience.

HIRING WAGES IN THE COMMUNITY:**2021**

MERCHANT	\$ WAGE RATE QUOTED
44 Below	\$10.50/hr + tips
50-50	8.5
Aldi's	13.50-14/hr (trouble hiring)
Big Lots	7.25 (much difficulty filling positions)
Chipotle	15.00/hr (Just increased)
City of Eau Claire - Recreation**	10.00-20.00/hr depending on position
City of Eau Claire - Streets**	14.00-18.00/hr (hiring higher end)
City of Eau Claire (cemetary labor)	13.03
City of Menomonie (Posted information, 18 or older)	starting \$13.00-13.50/hr depending on position
City of Superior (seasonal labor)	16.37 to 18.41
Culvers	13/hr (most hired are 13-14/hr)
Erbert's and Gerbert's	9.25
Excel--Customer Service	15.25
Festival Foods	8.00 - 9.00/hr * 9 WITH EXPERIENCE
Florian Gardens	11
Fuji (host)	9
Harbor Freight	12.55
Hardee's	9.5
HyVee	9.38 - Cashier
HyVee	16.00 Clerk
J&D Manufacturing	starting \$14/hr (+.50)
JC Penny	12
Jimmy John's (delivery)	av. \$25.00 per hour
Johnny's Steak House	12.00/hr server + \$500 sign on bonus
McDonalds	\$8-10 closing shifts 12/hr *high school/young college age
Menards (retail) REQUESTED - WILL NOT DISCLOSE	Unconfirmed: 14.00-27.00/hr (+weekend bonus)
Menards (summer warehouse)	19.75
Monster Scoop Ice Cream	9.00 (closed)
Noodles and Company	11
Old Navy	10.00 (difficulty filling positions)
Pepsi--Truck Loader	19

MERCHANT**\$ WAGE RATE QUOTED**

Play It Again Sports	11
Ramoanes	11
Red Robin (host)	12
River Praire Center (King Pin)	12.00- 15.00/hr banquet servers
River Praire Center (King Pin)	15.00-20.00/hr banquet cooks
Sam's Club Stocker	15
Somewhere Pub (ice cream service)	10
Taco Bell	10.25
Target	15.00 / hr
Town of Washington - Seasonal Roadway worker	17.00-17.75/hr
UPS Package Handler	14.5
Walmart	11-14.00/hr (must be 18 and graduated from high school)
Za 51 (dishes/food prep)	11

**Paid Holidays and Overtime as needed

*Most expressed difficulty in filling positions - some indicating that this was normal for this time of year.
Fewer qualified applications*

CITY OF EAU CLAIRE PAY PLAN

RECREATION PAY PLAN FOR TEMPORARY EMPLOYEES

All employees will start at step A unless indicated. Employees may move up a pay step for each year/season worked for the Department.

Maximum of four steps

Effective January 1, 2020

Approved by City Council November 12, 2019

Position (Z01-1)	Pay Period	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Section 1	Hourly	10.00	10.25	10.50	10.75	11.00	11.25	11.50	11.75
Recreation Facilitator (step A)*									
Facility Maintenance Attendant (step A)									
Lifeguards (step B)									
Swim Instructor (step B)									
Head Lifeguard (step D)									
Swim Instructor (WSI) (step D)									
Adaptive Swim Instructor - WSI (step D)									
Head Swim Instructor - WSI (step E)									
Lead Concession Facilitator (step E)									
Program Coordinator (step E)*									
Section 2	Hourly	12.00	12.50	13.00	13.50	14.00	14.50		
Adult Instructors (step A)									
Facility Assistant (step A)									
Program Planner (step A)*									
Specialized Recreation Planner (step A)									
Section 3	Hourly	15.00	16.00	17.00	18.00	19.00	20.00		
Facility Specialist (step A)*									
Recreation/Concessions Specialist (step A)									
Section 4	Hourly	20.00	22.00	24.00	26.00	28.00	30.00		
Interpreter (2 hr minimum)									
DPI Certified Teacher-Summer School									
Instructors/Partnership Programs									

POSITION CATEGORIES

Recreation Facilitator (sec 1, step A)

Activity Leader
 Facility Attendant
 Cashiers/Concessions
 Playground Leader
 Registration Assistance
 Scorers/Timers
 Skating Rink Attendant/Skateguard
 Youth Program Instructor

Program Coordinator (sec 1, step E)

Baseball
 Football
 Hockey
 Softball
 Specialized Recreation Leader
 Lead Concession Facilitator

Program Planner (sec 2, step A)

Aquatics
 Fairfax Admissions
 Playgrounds
 Skating Rinks
 Soccer
 Specialized Recreation

Facility Specialist (sec 3, step A)

DPI Specialist (aquatics, playgrounds, facility)
 Fairfax Pool
 Hobbs Ice Arena