

PLATTEVILLE COMMON COUNCIL PROCEEDINGS
APRIL 19, 2016

The organizational meeting of the Common Council of the City of Platteville was called to order by Council President Eileen Nickels at 5:30 p.m. in the Council Chambers of the Municipal Building.

ROLL CALL

Present: Katherine Burk, Barbara Daus, Don Francis, Ken Kilian, Tom Nall, Council President Eileen Nickels, and Amy Seeboth-Wilson. Absent: None.

ADMINISTER OATH OF OFFICE

City Clerk Jan Martin administered the oath of office to Don Francis (Aldersperson – District 1) and Katherine Burk (Aldersperson At-Large). Each will serve a three year term.

ELECTION OF COUNCIL PRESIDENT

Nickels requested nominations for Council President. Motion by Daus to nominate Eileen Nickels for President. Motion by Daus, second by Seeboth-Wilson to close nominations and cast an unanimous ballot for Eileen Nickels. Motion carried 7-0 on a roll call vote.

DESIGNATION OF PRESIDENT PRO TEM

Nickels designated Barbara Daus as President Pro Tem.

ELECTION OF PLAN COMMISSION MEMBER

Motion by Daus to nominate Tom Nall for the Plan Commission. Motion by Daus, second by Seeboth-Wilson to close nominations and cast an unanimous ballot for Tom Nall. Motion carried 7-0 on a roll call vote.

DETERMINE COUNCIL SEATING ARRANGEMENTS

At the beginning of the meeting Francis and Burk were seated in the same spots as their predecessors. No changes to the seating arrangements were made.

CONSIDERATION OF CONSENT CALENDAR

Motion by Kilian, second by Daus to approve the Consent Calendar as follows: Resolution 16-11 Designation of Public Depositories and Resolution 16-12 Designation of Official Newspaper (Platteville Journal). Motion carried 7-0 on a roll call vote.

WORK SESSION

The Council moved across the hall to the GAR Room for the work sessions.

- A. *Compensation Plan* – City Manager Karen Kurt and Consultant Charlie Dettman from Carlson Dettmann Consulting (CDC) provided an overview of the compensation study process and presented the results of the completed compensation study for the regular full-time and regular part-time City staff, excluding the Library staff. CDC will develop a separate plan for the Library staff which will be implemented by the Library Board of Directors. It was noted that the City is fairly competitive presently at the lower classifications and somewhat below market for managerial positions. Two plan options were presented for the Council to consider. Plan Option A was a step plan with seven pay steps with step 6 based on the regression market analysis of market estimates. Plan Option B was a combination plan with a higher maximum rate to permit some variance in pay based upon performance for managerial level positions. Recommendations to the Council were as follows: 1) whichever plan option is selected, the first obligation should be to get those employees currently paid less than their range minimum rate up that rate (\$20,000 budgeted in 2016); 2) the next obligation should be to get employees onto the step of the new plan

that is immediately greater than their current pay (estimated \$15,000 for 2017); 3) the City not adjust the new plan in 2017 and restrict any pay increases to non-base increases unless there is a substantial change in financial circumstances; 4) authorize an appeal procedure so that any employee who feels classified incorrectly can request a review; 5) beginning in 2017, the City should provide, on an annual basis, the opportunity to request an evaluation review for any employee or department head who feels a job has substantially changed in a manner that is reasonably permanent; 6) as the City's financial situation improves, the City will consider periodic market adjustments of the plan, typically involving an across the board pay increase to both the plan and to incumbents – if an across the board increase is granted to the employees who are above the max, this is usually in the form of a bonus rather than a base pay adjustment; 7) the City should make a commitment to keep the plan current through reasonably frequent market reviews (every five years); and 8) either plan option will require the City commit to a sound employment development system. City Manager Kurt noted that the study results showed that 12 employees were below the new salary range, 4 employees were above the new salary range, and 52 employees were within the new salary range, none of the positions were miscategorized with respect to the FLSA and overtime eligibility, and some job classification titles were changed for some employees. *It was the consensus of the Council to go with Option B combination plan with the expectation that the merit portion of the step plan for exempt employees would unlikely be implemented until the step plan is fully implemented for exempt and non-exempt staff.* Next steps include presenting the compensation study results to City employees on April 20 and approval of the compensation policy in May.

Kilian and Seeboth-Wilson left the meeting at 6:55 PM after the compensation plan work session.

- B. *New Council Member Orientation* – City Manager Karen Kurt provided an orientation for newly elected council members Don Francis and Katherine Burk that highlighted the City's vision, 2016 guiding principles, themes and goals, organization structure, common council and staff roles, city manager role, policy vs. administration, city manager requests, council role on boards, commissions and committees; council meetings, council ethics, open meeting law, conflict of interest; and training opportunities.

ADJOURNMENT

Motion by Burk, second by Francis to adjourn. Motion carried 5-0 on a voice vote. The meeting was adjourned at 8:09 PM.

Respectfully submitted,

Jan Martin, City Clerk