

to approve Ordinance 1308 with the changes as discussed.

DISCUSSION: Todd Tavis noted he has concerns in regard to the comp. time issue as it is a compensation issue not an issue for the commission and City Commission has the final word with compensation. Personne stated it adds flexibility and it's the same for everyone and it is a pay issue but would like to use it in his business. Tavis suggested making a recommendation to the City Commission to not remove the comp. time. Sund stated it has to do with code, not actual compensation and whether or not the Commission agreed with the proposed changes.

Erv Bren stated Community Action has used comp. time in the past and has since eliminated it. Bren stated it was difficult to manage, especially with grants. Employees felt it was taking something away from them, it was a change, Bren stated it is a sensitive issue.

Skip Rapp stated the employees want the choice to choose the monetary overtime or comp. time and with the removal of comp. time the choice is gone.

Personne questioned the commission as to whether they feel section 4 Compensation Time should or should not be stricken from code. Personne stated he understands there is resistance to change, but should a recommendation be made or noted that employees oppose the change. Tavis stated it should be noted with the motion that employees oppose the removal of comp. time. Personne stated he amends his motion to include:

AMENDED MOTION BY: Bryan Personne **SECONDED BY:** Cal Kolling
to approve ordinance 1308 with the changes as discussed and to note the employees are not in favor of the compensation time removal.

DISPOSITION: Motion carried unanimously.

Tavis opened the public hearing for the larger of the two proposed ordinances at 10:07.

Sund stated the updates in the ordinance have been sitting for quite some time. Tavis questioned if this ordinance was also on the City Commission Agenda for the meeting tonight. Sund said yes, but this proposed ordinance does not contain the same time sensitive issues as the other one, so there may be a period of time between 1st and 2nd readings.

Bren questioned if there were any liability or fairness issues if it was not passed in a timely manner. Sund stated the drug and alcohol section was reviewed by a consultant and he made edits based on that person's recommendations. He said he is concerned that the HR Committee made changes to the section after the consultant recommended changes were made.

Personne questioned if the changes in the Meet and Confer section were to make for an easier flow of communication. Sund answered yes and added the changes were requested by the committee.

The Commission discussed lateral transfers and how employees would know of an opening prior to a position opening. Personne stated lateral transfers and promotions are to give the current employees a better chance than an external candidate. Sund stated that government jobs are public positions and therefore all positions should be opened to the

public. Sund stated he would like to see the City put a broad banding promotional process in place.

Darryl Wehner stated the HR Committee put a lot of work into the presented ordinance and feels comfortable with it passing. Wehner continued stating once that is done the committee would need to start looking at the remainder of the code.

Kessel thanked the HR Committee for all of the work they put in to on the ordinance. Kessel stated items were hashed out and compromises made. Kessel indicated as well the committee will need to sit down and go through the code on a regular basis.

Rapp stated the document needs to become a living document. As for internal hires/transfers Rapp stated once posted most do get filled internally. Rapp recommends the ordinance pass as presented.

MOTION BY: Erv Bren SECONDED BY: Cal Kolling
to approve ordinance 1307 as presented.
DISPOSITION: Motion carried unanimously.

6. NEW BUSINESS

A. CHANGES AFFECTING CIVIL SERVICE COMMISSION PROCEDURES

Tim Kessel distributed a packet to Civil Service with many of the forms Human Resources (HR) has been using and described how each of the forms was being used.

Todd Tavis stated he has been involved with many of the processes being used by HR and is aware of areas where changes are needed. Kessel agreed stating Tavis had been involved in several of the hirings. Kessel indicated he would like to see three people on the initial interview panel with the third person being a department head from a department not currently hiring. Tavis stated he's also been involved with Kessel regarding the updates to the personnel ordinance for the City.

Kessel highlighted the areas of the code that are affected with the changes to Civil Service. Tavis reminded the commission the steps it takes to change City code.

Erv Bren questioned if all of the sample questions were asked at the preliminary interviews, in which Kessel responded yes and that more technical questions are asked at the department head level. Kessel stated the initial interview is to determine hire-ability and establish a short list. Tavis went on to describe the process in full. Kessel added that additional questions may be asked in the initial interview as needed.

Kessel said in the future for he plans to sit in on the department head level interviews to confirm proper HR procedures are followed.

Darryl Wehner introduced himself to the commission and indicated he was voicing opinions or concerns of employees. Wehner stated employees do not understand the process taking place and would like Civil Service to be involved in the point scoring. Wehner stated employees are concerned the department head won't have a voice in who is being hired. Wehner said the employees want the Civil Service involved and don't want them to back out.

Tavis stated the commission has looked at what other Municipalities require their Civil Service Commissions to do. Tavis stated in most communities the Civil Service is a grievance/fairness board only and this commission would like to move toward that function. The pilot program is in place to do that as the commission does not want the “good ole boy” system to happen. Tavis stated HR is doing the work with Civil Service monitoring closely. Prior to the final approval of the changes, which must be made by ordinance, a public hearing for employees will be held.

Wehner stated he understands it is a trial period, but employees feel Kessel is the one doing all of the hiring. Tavis stated the steps Civil Service used in the past are still in place and have not changed. Two people if not three interview the applicants initially and then the short list is given to the department head.

Wehner stated the other issue he was asked to present was the concern of employees when Angel Kessel was hired as she has the same last name as Tim. Tim Kessel responded, stating there is no relation between himself and Angel. Kessel stated this fact to Senior Management at the time of the hiring.

Kessel went through the Police Officer scoring sheet presented in the forms packet. Kessel indicated the points are set for each of position with little room for subjectivity. HR is to determine hire-ability.

Cal Kolling questioned if employees knew what steps to take if they don't trust the process. Kessel indicated the employee could bring concerns to himself, Greg Sund, their department head, a HR Committee member or to Civil Service. Kolling questioned if it is listed somewhere, Kessel indicated no, but Bryan Personne interrupted stating the processes or steps to follow are listed in the grievance procedures. Tavis suggested an annual refresher done with employees on procedures. Tavis also stated the process being used by HR mirrors what Civil Service was doing and even takes it one step further by getting the department head involved with what's important in establishing the points for scoring.

Greg Sund stated he again visited with Tim Priebe and Priebe was going to do a memo outlining the way he would like things approved. Sund indicated the commission can approve the roster with out having to do the work/process. The commission is to confirm the process utilized was fair. Sund stated Tim Kessel should be able to hand a packet to the commission and ask them if the process was fair. Kolling questioned if once the roster was created if it would need to be approved prior to the department head receiving it or if it was okay to approve at the next meeting with reviews of the process conducted regularly to confirm the fairness. Sund was unsure of Tim Priebe's stand but stated he (Sund) liked regular reviews.

Personne referred to the “good ole boy” system and that it was last used some time ago, as this was the reason for the establishment of Civil Service. Personne added that it is not possible to back door someone without everyone else knowing it took place. Personne questioned if Kessel and Broer could truly “fix” a hiring wherein no one find out. Sund stated it doesn't happen because Civil Service functions. Personne commented with rules and ordinances telling you what you can and can't do, he doesn't understand how it can

