

1 **Personnel Committee Meeting**
2 **City of Tomahawk, City Council Chambers**
3 **23 N 2nd St, Tomahawk, WI 54487**
4 **September 7, 2023 at 5:00 p.m.**
5
6

7 **Call to Order:** The meeting was called to order at 5:00 p.m. by Mayor Steven E. Taskay.
8

9 **Members Present:** Present were Mayor Steven E. Taskay, Jeff Kahle, Dale Ernst, and James Graeber.
10 Absent was Mickey Loka and Steve “Ding” Bartz.
11

12 Also in attendance was Clerk/Treasurer Amanda L. Bartz,
13

14 **Public Comments:** There were no public comments.
15

16 **Minutes:** ERNST MOVED to approve the minutes from the December 8, 2022 meeting and KAHLE
17 seconded.
18

19 HANNA asked that the minutes be amended, he stated that he did not state that the employees were
20 performing well without a director but rather doing well as a group of employees.
21

22 MAYOR TASKAY MOVED to amend the minutes to state page 2 line 12 remove and replace “doing great
23 without a Director of Public Works” to “doing well as a group of employees”, KAHLE seconded. The
24 VOTE was unanimous.
25

26 The VOTE to approve the minutes as amended was unanimous.
27

28 **1. Other Business: Review of city of Tomahawk Health Insurance Package – Security Health Plan**
29

30 Clerk BARTZ explained that the renewal package received October 11th, 2022 was a -11.23% change in
31 premiums. She stated that this was not a renewal of the same plan. She stated that the first renewal
32 package received was annual out of pocket maximum of \$1,250 for an individual and \$2,500 per family.
33 She explained that when we reached out to our broker for the current plan, there was an increase of
34 6.82%. She reviewed the budget versus actual projected costs.
35

36 Clerk BARTZ stated that our broker cancelled tonight because the 2024 renewal rates are not available
37 yet and he did not feel there was anything to report to the Board. A meeting will be scheduled once the
38 renewals are available.
39

40 **2. Other Business: Non-Union Employee Wages and Benefits Package 2024 Salary Ordinance**
41

42 Clerk BARTZ put the Wage worksheet on the screen, ERNST stated that it is hard to set a % increase
43 without knowing budget restraints and insurance increases.
44

45 Susa questioned if we could look at other health insurance brokers to see if we can get a better rate.
46 Discussion followed regarding current plan and the “grandfathered status”.
47

1 HANNA stated that he feels we should at least get what the union employees are getting, 3.25%

2
3 ERNST MOVED to budget a wage increase of 3.25% and GRAEBER seconded.

4
5 HANNA asked if we could look at an “opt out incentive” for the health insurance. Clerk BARTZ
6 stated that the committee has looked at this before, but the plan is based on the number of
7 participants and if we drop below the number of participants it may change the premiums or the
8 availability of the current plan. She stated this would be a question to ask the broker at the next
9 meeting.

10
11 The VOTE was unanimous.

12
13 3. **Other Business: Non-Union Employee Wages and Benefits Package – Article II Employee**
14 **Benefits, Section 11 Longevity**

15
16 Clerk reviewed the longevity pay calculations as the Handbook is currently written. She stated that
17 HANNA had come to her and asked to look at calculating the longevity with step increases.

18
19 HANNA stated that it gives more of an incentive for those golden years, \$1,500 is not a lot for someone
20 that has been with the City over 20 years.

21
22 Haskin stated that she did not start receiving longevity pay until after 5 years of service.

23
24 Theimer asked if it may help to keep new/younger employees if longevity is paid starting at two years.
25 He stated that we need to look towards the future and compensate to keep good employees.

26
27 GRAEBER stated that he likes the idea of starting longevity at 2 years for an incentive for those
28 new/younger employees.

29
30 ERNST MOVED look at longevity pay to mirror the vacation schedule and to review at the next meeting.
31 KAHLE seconded. The VOTE was unanimous.

32
33 4. **Other Business: Non-Union Employee Wages and Benefits Package Vacation Schedule for**
34 **Department Heads (Police Chief, Clerk/Treasurer, Director of Public Works)**

35
36 Clerk BARTZ stated that the Department Heads were hired with 4 weeks of vacation to start with no step
37 scale. ERNST stated that he was not aware of this and thought that they followed the vacation schedule
38 in the handbook.

39
40 ERNST MOVED to have the Department Heads mirror the vacation schedule in handbook and Mayor
41 TASKAY seconded.

42
43 ELVINS stated that when you hire a Department Head, you are hiring for the experience. He stated that
44 he has 30 years of experience.

45
46 The VOTE was unanimous.

1 5. **Other Business: Review of Employee Handbook**

2
3 ELVINS stated that in the Grievance Procedures it talked about the City Administrator. He stated that
4 we do not have a City Administrator. Clerk BARTZ suggested changing Administrator to Mayor.

5
6 ERNST MOVED to change “City Administrator” to “Mayor” in the Handbook and KAHLE seconded. The
7 VOTE was unanimous.

8
9 KAHLE MOVED to delete “Each Department Head shall provide the Controlling Committee with the
10 tentative vacation schedule for all Department employees for the upcoming year at the regular January
11 meeting.” In Section 5 – Vacation Subsection F, ERNST seconded. The VOTE was unanimous.

12
13 **Next meeting:** The next meeting of the Personnel Committee will be at the call of Chairperson when the
14 Clerk has insurance policies to review.

15
16 **Adjournment:** KAHLE MOVED to adjourn the meeting and GRAEBER seconded.

17
18 Theimer asked if Personnel Committee meetings could be during the day so more employees could
19 attend.

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21 The VOTE was unanimous. The Personnel Committee meeting was adjourned at 6:07 p.m.

22
23 Approved: Draft _____

24 Clerk-Treasurer Amanda L. Bartz, CMC, WCMC