

Monday, November 13, 2023
5:00PM

Tomahawk City Hall
23 N 2nd Street

**COMMITTEE
MEMBERS**

STEVEN E. TASKAY
CHAIRPERSON

MICKEY LOKA
DISTRICT 1

DALE ERNST
DISTRICT 1

JEFF KAHLE
DISTRICT 2

STEVE BARTZ
DISTRICT 3

JAMES GRAEBER
CITIZEN ADVISORY
MEMBER

“WINTER,
SPRING,
SUMMER,
FALL...
TOMAHAWK
HAS IT ALL”

AGENDA

- A. **CALL TO ORDER**
- B. **PUBLIC COMMENTS** (During this item on the agenda the Committee listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)
- C. **MINUTES**
 - 1. September 7, 2023
- D. **OTHER BUSINESS**
 - 1. Review of City of Tomahawk Health Insurance Options
 - 2. Non-Union Employee Wages and Benefit Package
 - i. 2024 Salary Ordinance
 - ii. Review Longevity Pay per Section Article II Employee Benefits, Section 11 Longevity
- E. **NEXT MEETING – Call of the Chair**
- F. **ADJOURN**

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

PLEASE TURN CELL PHONES ON SILENT DURING MEETINGS

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, Deputy Clerk/Treasurer Miranda Swenty, and
13 Water Leadsperson Glenn Hanna. Wastewater Leadsperson Bill Jelinek and Wastewater Operator Rich
14 Theimer. Police Chief Al Elvins, Police Sergeant Steve Buckwalter, and Officers Brett Susa and Ryan Picl.
15 Street Crewpersons Mason Webster, Russell Lane, and Travis Vacho. Park Leadsperson Steve Borem and
16 Park Crewperson Rob Ernst. Alderperson Patricia Haskin was also in attendance.
17

18 **Public Comments:** There were no public comments.
19

20 **Minutes:** ERNST MOVED to approve the minutes from the December 8, 2022 meeting and KAHLE
21 seconded.
22

23 HANNA asked that the minutes be amended, he stated that he did not state that the employees were
24 performing well without a director but rather doing well as a group of employees.
25

26 MAYOR TASKAY MOVED to amend the minutes to state page 2 line 12 remove and replace “doing great
27 without a Director of Public Works” to “doing well as a group of employees”, KAHLE seconded. The
28 VOTE was unanimous.
29

30 The VOTE to approve the minutes as amended was unanimous.
31

32 **1. Other Business: Review of city of Tomahawk Health Insurance Package – Security Health Plan**
33

34 Clerk BARTZ explained that the renewal package received October 11th, 2022 was a -11.23% change in
35 premiums. She stated that this was not a renewal of the same plan. She stated that the first renewal
36 package received was annual out of pocket maximum of \$1,250 for an individual and \$2,500 per family.
37 She explained that when we reached out to our broker for the current plan, there was an increase of
38 6.82%. She reviewed the budget versus actual projected costs.
39

40 Clerk BARTZ stated that our broker cancelled tonight because the 2024 renewal rates are not available
41 yet and he did not feel there was anything to report to the Board. A meeting will be scheduled once the
42 renewals are available.
43

44 **2. Other Business: Non-Union Employee Wages and Benefits Package 2024 Salary Ordinance**
45

46 Clerk BARTZ put the Wage worksheet on the screen, ERNST stated that it is hard to set a % increase
47 without knowing budget restraints and insurance increases.
48

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

3
4 HANNA stated that he feels we should at least get what the union employees are getting, 3.25%

5
6 ERNST MOVED to budget a wage increase of 3.25% and GRAEBER seconded.

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

12
13 The VOTE was unanimous.

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

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

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

23
24 Haskin stated that she did not start receiving longevity pay until after 5 years of service.

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

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

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

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

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

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

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

47
48 The VOTE was unanimous.

49
50 5. **Other Business: Review of Employee Handbook**

1
2 ELVINS stated that in the Grievance Procedures it talked about the City Administrator. He stated that
3 we do not have a City Administrator. Clerk BARTZ suggested changing Administrator to Mayor.
4
5 ERNST MOVED to change “City Administrator” to “Mayor” in the Handbook and KAHLE seconded. The
6 VOTE was unanimous.
7
8 KAHLE MOVED to delete “Each Department Head shall provide the Controlling Committee with the
9 tentative vacation schedule for all Department employees for the upcoming year at the regular January
10 meeting.” In Section 5 – Vacation Subsection F, ERNST seconded. The VOTE was unanimous.
11
12 **Next meeting:** The next meeting of the Personnel Committee will be at the call of Chairperson when the
13 Clerk has insurance policies to review.
14
15 **Adjournment:** KAHLE MOVED to adjourn the meeting and GRAEBER seconded.
16
17 Theimer asked if Personnel Committee meetings could be during the day so more employees could
18 attend.
19
20 The VOTE was unanimous. The Personnel Committee meeting was adjourned at 6:07 p.m.
21
22 Approved: Draft _____
23 _____
Clerk-Treasurer Amanda L. Bartz, CMC, WCMC

Wage Benefits

CITY OF TOMAHAWK

2024 Proposed Budget

	2024	2023	2022	2021	2020	2019	2018
Non-Union Personnel	3.25%	3.25%	3.30%	2.00%	2.00%	3.25%	3.00%
Union Police Officers	3.25%	3.25%	3.30%	3.50%	3.25%	2.00%	3.00%
Clerk/Treasurer	34.15	33.08	32.04	31.01	30.41	29.81	28.15
Deputy Clerk/Treasurer	23.54	22.80	21.11	20.44	20.00	24.51	24.03
Administrative Assistant	15.49	15.00	15.00	15.00	15.00		
Chief Election Inspector	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Election Inspectors	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Building Inspector	25.00						
Janitorial	10.60	10.26	9.94	9.62	9.44	9.25	9.07
Director of Public Works	35.00	35.00	35.00	35.00	35.35	34.66	32.73
Street Lead	31.05	30.17	29.32	28.49	25.77	25.28	24.80
Crewman III	27.82	26.94	26.09	25.26	24.77	24.28	23.80
Crewman II	25.17	24.38	23.61	22.86	22.41	21.97	21.54
Crewman I	22.54	21.83	21.14	20.46	20.06	19.67	19.28
Park Leads	31.05	30.17	29.32	28.49	28.00	25.28	24.80
Mechanic	28.32	27.44	26.59	25.61	25.12	24.58	24.10
Utility Leadperson	32.39	31.47	30.58	29.71	26.96	26.45	25.95
Advanced Operator	29.16	28.24	27.35	26.48	25.96	25.45	24.95
Waste Water Basic	28.49	27.60	26.73	25.87	25.37	24.87	23.28
Water Certified	27.21	26.35	25.52	24.71	24.23	23.75	23.28
Operator in Training	25.64	24.83	24.05	23.28	22.83	22.38	21.94
LTE	18.00	18.00	18.00	18.00	18.00	18.00	
Summer Intern (Returning)	11.00	11.00	10.50	10.50	10.50	10.50	10.50
Summer Intern (Starting)	10.50	10.50	10.25	10.25	10.25	10.25	10.25
Senior Center Staff	16.04	15.54	15.05	14.57	14.28	14.00	10.13
Custodial Staff	11.61	11.24	10.89	10.54			
Police Chief	44.40	43.00	41.65	40.32	38.96	37.73	35.56
Sergeant	36.12	34.98	33.88	32.80	31.69	30.69	30.09
Dispatcher 1	14.97	14.50	14.04	13.59	13.13	12.72	12.47
Dispatcher 2	18.35	17.77	17.21	16.66	16.10	15.35	15.02
Police Clerk	28.02	27.14	26.28	25.44	24.58	23.81	23.34
PT Drug Enforc. Officer	25.36	24.56	23.79	23.03	22.25	15.35	
Officer After 1 Year	25.36	24.56	23.79	23.03	22.25	21.55	21.13
Officer After 3 Years	28.59	27.69	26.81	25.96	25.08	24.29	23.81
Officer After 5 Years	31.88	30.87	29.90	28.94	27.96	27.08	26.55
Health Insurance (City: 90%)	17.69%	6.82%	-2.25%	3.66%	3.85%	5.66%	6.28%
Single	1,485.21	1,261.97	1,181.40	1,207.98	1,163.76	1,119.00	1,055.67
Couple	2,969.22	2,522.92	2,361.84	2,414.97	2,327.52	2,238.00	2,111.33
Employee/Child	2,969.22	2,522.92	2,361.84	2,414.97	2,327.52	2,238.00	2,111.33
Family	4,455.64	3,785.91	3,544.20	3,623.93	3,491.26	3,356.98	3,166.98
Wisconsin Retirement System							
General	6.90%	6.80%	6.50%	6.75%	6.75%	6.55%	
Protective	14.32%	13.20%	12.00%	11.75%	11.65%	10.55%	
Regular Full Time Library Staff	7.50%				2.00%	1.00%	1.00%
Library Director	26.12	24.30	20.91	20.50	19.94	19.55	18.75
Assistant Library Director	21.63	20.12	17.98	17.63	16.81	16.81	16.16
Children's Librarian	20.29	18.87	17.72	17.37	16.31	15.99	15.83
Circulation Clerk II - Outreach	15.50	15.00	13.76	13.00			
Circulation Clerk II - Promotional	13.00	12.70		12.25			

Wage Benefits

CITY OF TOMAHAWK

2024 Proposed Budget

	2024	2023	2022	2021	2020	2019	2018
Circulation Clerk II - Interlibrary Loan	15.23	14.17	13.26	12.91	12.62	12.37	12.25
Circulation Clerk I	13.44	12.50					
			-				
Shelvers (After 7 months)	11.00	10.70	10.40	10.20	8.95	8.50	8.50
Shelvers	10.50	10.50					
Utility Administration - Water	43,247.31	41,886.01	26,407.47	25,563.86	25,062.61	24,933.84	24,933.84
Utility Administration - Sewer	51,652.38	50,026.52	34,020.35	32,933.55	32,287.79	32,287.79	32,287.79
	<u>94,899.69</u>	<u>91,912.53</u>	<u>60,427.82</u>	<u>58,497.41</u>	<u>57,350.40</u>	<u>57,221.63</u>	<u>57,221.63</u>