

POSTED DATE: February 3, 2025
Committee Members: all meeting attendance (or absence) must be confirmed with a response.
Please RSVP your attendance to this meeting ASAP to 920-846-4505 or dclerk@ci.ocontofalls.wi.us

**CITY OF OCONTO FALLS
PERSONNEL COMMITTEE**

**Council Chambers - Municipal Building
500 N. Chestnut Avenue
Oconto Falls, WI 54154**

IMMEDIATELY FOLLOWING ORDINANCE COMMITTEE

TUESDAY, FEBRUARY 4, 2025 – 6:00 PM


AGENDA

Mathew McDermid
Marty Coopman
Devin Wirtz
Ashley Bahrke
Jeff McDonald

Mayor Clint Braun
Peter Wills (non-voting)

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING:

1. Roll Call
2. Approve minutes of Personnel Meeting 5.08.2024
3. City Workplan 2025-2026
4. Manager Paid Time Off (PTO) in lieu of Compensation Time
5. Leadership Development & Training Planning
6. Minimum Time Commitment for Training Reimbursement
7. The Committee may go into closed session to discuss matters of employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1)(C) Wis. Stats.
 1. Re: Contract Negotiation
8. The Committee will return to open session and may take action on matters discussed in closed session.
 1. Re: Contraction Negotiation
9. Adjournment.



City Administrator Peter Wills/JF

*A quorum of the Common Council may be in attendance of this meeting.

Notice was given to the public at least 24 hours prior to this open meeting - agenda was forwarded to newspapers and any news media who have requested the same – agenda was posted at City Hall, Oconto Falls Community Library, and on the City website at: cityofocntofalls.com

Any person wishing to attend the meeting who requires special accommodations because of a disability should contact the Clerk's office at 920-846-4505 with adequate notice so appropriate accommodations can be made.

**CITY OF OCONTO FALLS
PERSONNEL COMMITTEE MEETING
Council Chambers – Municipal Building
500 N. Chestnut Avenue
Oconto Falls, WI 54154
IMMEDIATELY FOLLOWING ORDINANCE COMMITTEE
WEDNESDAY MAY 8, 2024 – 6:00 PM
MINUTES**

Chairman Mathew McDermid called the meeting to order at 5:35 pm.

Roll Call

Present: Mathew McDermid, Marty Coopman, Ashley Bahrke, Tim Holman, and Peter Wills (non-voting)

Absent: Devin Wirtz, Jeff McDonald

Also Present: Mayor Clint Braun, Deputy Clerk Jenny Friedman, Police Chief Brad Olsen, Tim Holman, Valerie Greetan (Coopman aide)

DISCUSSION AND POSSIBLE RECOMMENDATION/ACTION ON THE FOLLOWING:

B. Election of Chair

MOTION: Bahrke/Coopman

Motion to nominate Mathew McDermid as chair.

Voice Vote: all voting aye – **MOTION CARRIED**

A. Approval of Minutes- Personnel Committee 02.13.2024

MOTION: Bahrke/Coopman

Motion to approve Personnel Committee 02.13.2024

Voice Vote: all voting aye – **MOTION CARRIED**

B. Resignation of Street Department Superintendent Alan Winkler

NO ACTION OR DISCUSSION TAKEN

C. Recruitment of Street Department Superintendent

The city will be in need of a new Street Department Superintendent with the resignation of current Street Department Superintendent Alan Winkler.

D. The Committee may go into closed session to discuss matters of Recruitment of Street Department Superintendent employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1C) Wis. Stats.

1. Re: Street Superintendent Position

MOTION: Bahrke/Holman

Motion to go into closed session at 5:55pm to discuss matters of Recruitment of Street Department Superintendent employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1)(C) Wis. Stats.

Voice Vote: all voting aye – **MOTION CARRIED**

Those remaining in closed session were Mayor Clint Braun, Mathew McDermid, Marty Coopman, Ashley Bahrke, Tim Holman, Peter Wills, Police Chief Brad Olsen, Deputy Clerk Jenny Friedman.

- E. The Committee will return to open session and may take action on matters discussed in closed session.
1. Re: Street Superintendent Position

MOTION: Holman/ Coopman

Motion to return to open session at 6:14pm.

Voice Vote: all voting aye – **MOTION CARRIED**

MOTION: Holman/Coopman

Motion to post for recruitment of Steet Department Superintendent with pay range of \$28-\$33 dollars and make changes to the job description.

Voice Vote: all voting aye – **MOTION CARRIED**

- F. Status of Police Officer Nicole Blaskowski
- G. The Committee may go into closed session to discuss matters of Status of Police Officer Nicole Blaskowski employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1C) Wis. Stats.
1. Re: Nicole Blaskowski status

MOTION: Holman/Bahrke

Motion to go into closed session at 6:15pm to discuss matters of Nicole Blaskowski employment, promotion, compensation, or performance evaluation data of public employees pursuant to 19.85 (1C) Wis. Stats.

Voice Vote: all voting aye – **MOTION CARRIED**

Those remaining in closed session were Mayor Clint Braun, Mathew McDermid, Marty Coopman, Ashley Bahrke, Tim Holman, Peter Wills, Police Chief Brad Olsen, Deputy Clerk Jenny Friedman

- H. The Committee will return to open session and may take action on matters discussed in closed session.
1. Re: Nicole Blaskowski status

MOTION: Coopman/Bahrke

Motion to return to open session at 6:34pm.

Voice Vote: all voting aye – **MOTION CARRIED**

- I. Adjournment.

Having no further business, Chairman McDermid declared the meeting adjourned at 6:39 pm.

City Administrator Peter Wills

A quorum of the Common Council **was in** attendance of this meeting.

Work Plan 2025-2026

City of Oconto Falls

Departments

ADMINISTRATION

PROJECTS

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| <ul style="list-style-type: none"> WI DOA Fire Station infrastructure grant tracking Columbia Street Reconstruction Park Projects Memorial Field Playground City Hall HVAC Replacement City Hall Technology Upgrades City Buildings Cameras upgrade New Copiers Upgrade Key Cards & Cameras City Hall Upgrade East & West side Beach, Street Dept, Cameras Large Display interactive Board Council Chambers Columbia Street CDBG 2% Fire Dues ESLA Reporting Enforcement of Nuisance Ordinance Downtown Street Dept Equipment Replacement 2025 Stormwater Repair Street Repair Mastic Equipment Former Fire station 98 Jackson Setup for Street Dept 2024 WI DNR Urban Forestry Grant Wrap Up 2025 WI DNR Urban Forestry Grant Implementation Update City Comprehensive Plan & Housing Plan Paid Time off Review Personnel Manual Updates Job Description Review Compensation and Classification Review WI DNR Knowles-Nelson Stewardship Grant Application Department Head Reviews Former Westside Street Shop Review | <p><u>In Process:</u></p> <p>on going</p> <p>March 2025-December 2025</p> <p>April 2025-September 2025</p> <p>April 2025-September 2025</p> <p>January 2025-March 2025</p> <p>January 2025-March 2025</p> <p>February 2025-April 2025</p> <p style="padding-left: 40px;">Jan 2025</p> <p>Feb-March 25</p> <p>March25-April 25</p> <p style="padding-left: 40px;">March 25</p> <p>February 2024</p> <p>January 2025</p> <p>November 2024-August 2025</p> <p>November 2024-February 2025</p> <p>January 2025-September 2025</p> <p>January 2025-February 2025</p> <p>January 2025-February 2025</p> <p>January 2025</p> <p>January -June 2025</p> <p>February 2025-July 2026</p> <p>February-August 2025</p> <p>April -August 2025</p> <p>May 1, 2025</p> <p>July-August 2025</p> <p>July-August 2025</p> |
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Ongoing/Waiting:

Last Update

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| <ul style="list-style-type: none"> Property Development <ul style="list-style-type: none"> Apartment Development Property Residential Development Property Memorial Field <ul style="list-style-type: none"> High School Contract Negotiations Farmers Market Discussions Middle School/Youth Football | <p>1.21.2025</p> <p>1.30.2025</p> <p>1.24.2025</p> <p>1.14.2025</p> |
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Work Plan 2025-2026

City of Oconto Falls

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| <p>Youth Baseball/Softball Sno-Jokers/Memorial Weekend</p> | <p>1.13.2025</p> |
| <p>Library Consolidation</p> | |
| <p><u>Ordinances:</u></p> <p>Downtown Housing Ordinance Rewrite Subdivision Ordinance Water/Utility Ordinance Façade Revolving Loan Program</p> | <p><u>Last Update:</u> 1/21/2025 1/21/2025 2025-2026</p> |
| <p><u>Assessor</u></p> <p>Assessor Citywide Property Revaluation Kickoff Meeting Update Council on Revaluation Open Book Board of Review</p> | <p><u>Priority:</u> Feb -July 2025 Feb 11th Feb 11th July 30th September 4th</p> |
| <p><u>Treasurer</u></p> <p>WI DOA Fire Station Infrastrure Grant Tracking Caselle new accounting system training Caselle adopt new payroll, AP/AR Tax Collections Tax Dispersal W-2, 1099, Federal Filings, Sales Tax (City, Utility, Library) Dog Licenses 2024 Pre audit DSPS Injury Report Post Employment actuarial Studies Flex Spending non-discrimination WRS Reconciliation Columbia Street CDBG Audit all financials</p> | <p><u>Priority:</u> Oct-Nov 2024 Dec-Feb 2025 Dec 2024-Feb 2025 February 2025 January-February 25 Dec-April 25 January 2025-May 2025 January 2025 February 2025 February 2025 February 2024 February-April</p> |
| <p><u>Clerk</u></p> <p>Public Voter machine Test Spring Primary Absentee Ballots Spring Election Annual Appointments & Oaths New Liquor/Tobacco Licenses Chicken License Renewal</p> | <p>Feb 10 2025 Feb 18 2025 April 1, 2025 April 2025</p> |
| <p><u>Fire Department</u></p> | <p><u>Priority:</u></p> |

Work Plan 2025-2026

City of Oconto Falls

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| Replacement Equipment Planning | 7.2024-8.2026 |
| Confined Space Training | 1.2025-3.2025 |
| Personnel Review | 12.2024-8.2025 |

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| <u>Emergency Management</u> | <u>Priority:</u> |
| Communications and Technology | |
| Emergency Operations Plan Update | 2025-2026 |

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| <u>Library</u> | <u>Priority:</u> |
| Library Planning | 2025-2026 |

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| <u>Municipal Court</u> | <u>Priority:</u> |
| Judge Training | Spring 2025 |

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| <u>Police</u> | <u>Priority:</u> |
| Police Dept Leadership Succession Planning | ongoing |
| DARE Training | Jan- Feb 2025 |
| Instructor Development Certification | April-May 2025 |

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| <u>Street Department</u> | <u>Updated:</u> |
| <i>General Capital</i> | |
| New Street Sweeper Training | April 2025 |
| New Truck Lift | January 2025 |
| Brine Tank Evaluation | Dec 2024-March 2025 |

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| <u>Projects 2025-2026</u> | |
| Columbia Street Project | |
| Mark and remove trees | Jan 2025-Feb 2025 |
| Assist with detour signage | |

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| <i>General Operations</i> | |
| Street Dept Relocation | |
| Street Dept Buildings evaluation | Jan 2025-Aug 2025 |
| GIS Map Development joint Utility | 2025-2026 |
| Stormwater Repair & Replacements | 2025-2026 |

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| <i>Personnel</i> | |
| Leadership Development | Nov 2024-Dec 2026 |

Work Plan 2025-2026

City of Oconto Falls

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| Arborist Training | 2025-2026 |
| Stormwater Training | 2025-2026 |
| Roadwork Training | 2025-2026 |

Parks – Capital and Operations

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| Ice Rink Improvements & Maintenance | Dec 2024-March2025 |
| McDermid Park Improvement(s) | 2025 |
| Tree Planting Project/WI DNR Grant | 4/25-6/25 |
| Westside Beach Water/Sewer for Bathrooms | 2/25-4/25 |
| Tree Inventory | 2025-2026 |

Utility Department

Columbia Street Project

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| Mark and remove trees | Jan 2025-Feb 2025 |
| Lift Station #2 | March 2025-Aug 25 |
| Preconstruction Lateral Cust Contacts | Jan- Feb 2025 |

New Electric Substation

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| Water Meter Replacement Project | 2025-2026 |
| Sanitary Sewer Rate Study | Done Dec 2024 |
| Utility Cost Allocations | 2025-2026 |
| Electric Rate Increase PSC | 2024-2026 |
| GIS Map Development | 2025-2026 |
| City Fiber Network | |
| Cross Connections | |

If the City has justifiable reason to suspect that an employee is abusing sick leave, such certification of illness may be required and shall be furnished for sick leaves of less duration.

The leave provided for in this Section shall apply only to days that the employee is regularly scheduled to work and shall not apply to overtime hours or to days when the employee is on vacation, on funeral leave, military leave or on any other type of paid or unpaid leave of absence.

As a mutual protection for the employee and the City, the City may, to the extent allowed by law, require an employee to submit to a physical examination by the City-designated physician when, in the opinion of the Common Council/Utility Commission or appropriate committee thereof, the performance of the employee may have become limited or weakened by virtue of impaired health. The Common Council may require the employee to conform to the physician's recommendation as a condition of continued employment with the City. If the physician's report indicates that the employee is unfit to perform the duties of their job because of a physical condition, the City may place the employee on a Temporary Medical Leave of Absence. In all cases of injury requiring the services of a physician, it is the responsibility of the employee to obtain from the physician a release authorizing their return to work. No employee shall be allowed to return to work without a properly signed release from a physician. Management reserves the right to require a physician's release that an employee is fully capable of performing job functions, as described in the job description, when taking drugs prescribed by a licensed physician.

Another use of sick leave shall include any form of preventive medicine or treatment which requires the employee to take time off during normal working hours to see their doctor, receive hospital or clinical services, dental care, or any other similar medical attention. Such usage must be requested and approved prior to leaving the work station.

Sick leave pay shall not be considered a right which an employee shall use at their discretion, but shall be allowed as a privilege in such cases where the employee is sick or disabled as described above.

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445 TUITION REIMBURSEMENT

If an employee is taking job related course work that they would like City reimbursement for, they must be granted prior approval by the City Administrator or Utility Manager. Those seeking tuition reimbursement must present a grade report indicating satisfactory completion of the course and a receipt showing that they made the appropriate fee payment to the City Administrator. Successful completion shall be considered a grade of "C" or better or "passing" where no letter grade is assigned. Only tuition, books and lab fees are reimbursable, only classes required by the City will be granted mileage reimbursement at the current IRS rate. A course may have been paid for in the previous calendar year, however, it is the date of the completion that authorizes payment. All reimbursements will be limited to an appropriate level class at an in-state, public university and will be based on a first come, first approved, per semester basis to the budgeted amount.

An employee may be eligible for reimbursement of these costs if:

- The course of instruction is work-related and approved by the City Administrator or Utility Manager upon recommendation by the employee's supervisor prior to the first day of class;
- The employee provides evidence of having successfully completed the course; and
- The employee is not eligible for full or partial reimbursement of costs from any other source. In the event partial reimbursement is received from another source, the City may pay the difference between the amount received and the full costs of the program.

Consideration of employee requests for reimbursement of costs related to their continuing education and training is dependent upon budgetary constraints, the recommendation of the employee's supervisor and City Administrator or Utility Manager approval.

Employees who participate in and complete programs of instruction on their own time and at their own expense are encouraged to notify their supervisor and the City Administrator so the information can be made a part of the employee's personnel file.

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450 VACATION BENEFITS

The City of Oconto Falls believes that adequate time must be provided to employees annually for rest and relaxation. For this reason, vacation earned shall be taken within the calendar year. An employee shall not be eligible for more than one week of vacation pay in lieu of vacation leave and only if it can be proven that it was through the request of the City/Utility that vacation time was not used will payment in lieu of vacation be made with approval of the Council or Commission.

Vacation time shall be accrued by full-time employees. After an employee's familiarization period, accrued vacation days may be taken subject to scheduling by the employer. Employees must be on paid-time status a minimum of fifteen (15) days in one (1) month to accrue vacation days for that month. The vacation year is the calendar year. Vacation time may not be carried from one (1) calendar year to another with the exception of one (1) weeks equivalent vacation into the next year. Vacations are not to be scheduled so that they carry over from the end of one calendar year into the beginning of the next, unless prior authorization has been granted by the City Administrator or Utility Manager or Mayor in the case of the Police Chief and City Administrator.

Vacation benefits for designated part-time employees shall be pro-rated according to time worked during a calendar year. Vacation benefits for designated full-time employees shall be pro-rated for the first year of employment as follows: If the employee starts before July 1st at January 1st of the upcoming year the employee will be deemed to have completed their first year of employment. After January 1st of the following year the employee will be earning for vacation on the basis of the second year. (Example, an employee starts February 2005; employee earns 11/12 of their first year's vacation. As of January 1, 2006, they are considered in their second year of employment and earn second year vacation).

If the employee starts on or after July 1st they must work until the following year (January 1st of the second year worked) to complete their first year of employment (a maximum of 18 months). However, the employee will earn prorated vacation during the first year from the start date to January 1st. Similarly they will earn another allotment of first year vacation from January 1st to January 1st of the following year. After the second January 1st, the employee will earn second year vacation. (Example, an employee starts July 2, 2005. They may take 1/2 of their first year's vacation. January 1, 2006, they earn another allotment of first year vacation. As of January 2007, they are considered in their second year of employment earning second year vacation).

| <u>Years Employment</u> | <u>Vacation Time Accrued</u> | <u>Years Employment</u> | <u>Vacation Time Accrued</u> | | |
|-------------------------|------------------------------------|-------------------------|------------------------------|-----------|-------------|
| | (Time calculated: 1 day = 8 hours) | | | | |
| Start date | January | 40.00 hours | Start date | July | 20.00 hours |
| | February | 36.50 hours | | August | 16.50 hours |
| | March | 33.00 hours | | September | 13.00 hours |
| | April | 30.00 hours | | October | 10.00 hours |

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|----------|---------|-------------|----------|----------|------------|
| | May | 26.50 hours | | November | 6.50 hours |
| | June | 23.00 hours | | December | 3.00 hours |
| Start of | year 2 | 10 days | Start of | year 1 | 5 days |
| | year 7 | 15 days | | year 2 | 10 days |
| | year 12 | 20 days | | year 7 | 15 days |
| | year 20 | 25 days | | year 12 | 20 days |
| | | | | year 20 | 25 days |

The minimum amount of vacation that may be taken is set by departmental policy, but may not be less than 4 hour in duration. All vacation selections must be pre-approved by the supervisor, in accordance with departmental or contractual policy. Individual contracts, labor contracts and/or resolutions may provide some variation in this benefit.

Vacation benefits will not be paid to familiarization employees who terminate, or are terminated, prior to the completion of their familiarization period.

In the event of the employee's death, compensation for all unused vacation allowance shall be paid to his/her beneficiary.

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455 HOLIDAYS

The City of Oconto Falls grants 10 negotiated holidays to its exempt full-time employees:

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|---------------------------|------------------------------------|
| New Year's Day | Good Friday (Friday before Easter) |
| Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day |
| Friday after Thanksgiving | Christmas Eve |
| Christmas Day | Floating holiday |

Unless specifically provided for otherwise in this Section, the holidays listed above shall be observed on the day established by the Wisconsin Statutes. Whenever any of the holidays falls on a Sunday, the succeeding work day shall be the holiday. Whenever any of the holidays falls on a Saturday, the preceding work day shall be the designated holiday. Holiday pay will be paid only to those employees who have worked their regular scheduled hours the day before and the day after the designated holiday, except if they are on vacation or jury duty. Regular part-time employees who are scheduled to work a holiday and work either the day before or the day after the holiday will be paid for the holiday.

All full-time employees shall annually be granted one (1) floating holiday with pay, such day to be taken off at a time mutually agreed upon between the employee and the department head.

New personnel classified regular full-time, who begin employment with the City prior to July 1st of the year, shall be entitled to one (1) floating holiday. New regular full-time employees, who begin employment with the City on July 1st and after, up until October 1st, shall be entitled to use one-half of a floating holiday (4 hours). New regular full-time personnel who begin employment on October 1st and after shall not be entitled to any floating holiday for that calendar year.

Employees who do not use their entitled floating holiday in the given calendar year will not receive additional compensation or additional time off as a carry-over into the next year.