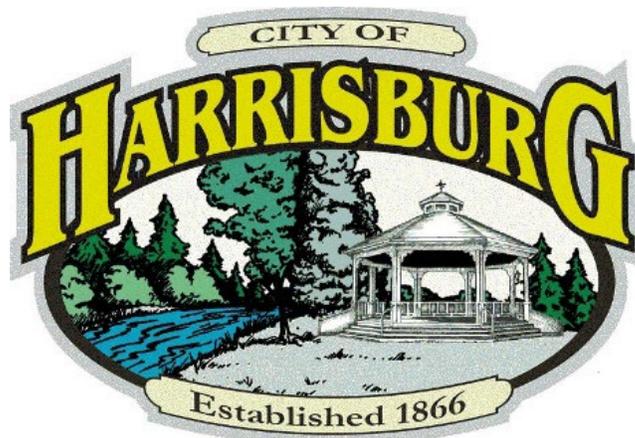


This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



Personnel Committee Minutes March 13, 2025

Chairperson: Kimberly Downey, Presiding
Members Present: Mike Caughey and Randy Klemm
Staff Present: City Administrator Michele Eldridge and Finance Director/Deputy City Recorder Cathy Nelson
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Downey at the hour of 6:45pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE: None present

MOTION TO APPROVE THE PERSONNEL COMMITTEE MINUTES FOR FEBRUARY 6, 2024:
No comments or concerns.

- Klemm **motioned to approve the February 6, 2024 Personnel Committee Minutes and was seconded by Caughey. The motion passed unanimously by a vote of 3-0.** (Yes: Klemm, Caughey, and Downey. No: None.)

THE MATTER OF CONSIDERING A WAGE ANALYSIS FOR CITY EMPLOYEES IN FISCAL YEAR 2025-2026: Before discussions began, Downey and the committee members voiced their appreciation for Ross, Nelson and Eldridge and their willingness to perform the wage study on top of their everyday job tasks allowing the City to save about \$10,000 by not outsourcing the study. Downey spoke with the committee members about compensating Ross and Nelson for their participation. The consensus was to award Ross and Nelson a \$500 bonus.

- Klemm **motioned to approve a bonus to Cathy Nelson and Lori Ross for the amount of \$500 each and was seconded by Caughey. The motion passed unanimously by a vote of 3-0.** (Yes: Klemm, Caughey and Downey. No: None.)
- After the vote, Eldridge informed Council she will be creating a formal procedure for future studies which takes place every three years.

- Eldridge referred to page 9 of the agenda showing the difference between the participating cities populations and full time employees (FTE) and pointed out that due to Coburg requiring their employees to pay 5% of their monthly insurance premiums, their listed salaries reflect a 5% reduction. Eldridge then reviewed the following positions:
 - Public Works Foreman, on page 10, shows the position is above average at this time and should remain the same with no increase.
 - Public Works Utility I, on page 11, shows an increase difference of 2% to 7% resulting in a 5.5% increase.
 - Public Works Utility II, on page 12, shows only a difference of .06% to 3% resulting in only a COLI increase.
 - Public Works Utility III, on page 13, shows a difference of .16% to 5% resulting in a 3.5% increase.
 - Utility Billing I, on page 14, a COLI increase is suggested even though we currently don't have an employee in that position.
 - Utility Billing Clerk II/Court Clerk, on page 15, shows that the adjustments made to this position last year was justified resulting in only a COLI increase at this time.
 - Administrative Assistant, on page 16, shows the wage is over the median and average, therefore, no increase is recommended at this time as the employee is still moving up on the wage scale.
 - Librarians, on page 17, had difficult comparison due to other City's utilizing volunteers. Staff recommended a COLI increase due to being slightly below average.
 - Public Works Director, on page 18, shows that although certification requirements may be different as well as the responsibilities, an 8% increase is recommended as Scholz is worth it.
 - Finance Director/Deputy City Recorder, on page 19, shows a 16.5% increase is recommended. Eldridge commented on how lucky we are to have this position.
 - City Recorder/Municipal Court Administrator, on page 20, shows that even though this position was increased this last year, a difference of 14% is recommended. Downey questioned why the City Recorder position is higher in other cities.
- Nelson referred to **Addendum 1**, which shows the wage scale reflecting the 2.5% suggested COLI and the wage analysis and **Addendum 2** which shows the 2.5% COLI only. Nelson pointed out the percentage's listed, other than the 2.5% COLI increases, were calculated by splitting the median and average.
- Nelson then pointed out that the second pages of the **Addendums** shows the budget breakdowns for both scenarios and noted the City will be saving funds due to not hiring a new Public Works Utility III employee, currently having a vacant Public Works Utility I position and by tightening up projected benefits to be more realistic based on current employees.
- Eldridge pointed out that this budget also reflects a part-time Office Assistant position for \$26,117 and instead of hiring for that, she would like to hire a RARE person at a cost of \$26,500.
- Klemm inquired about the overtime wages being low. Nelson responded that the City encourages Comp-time for most employees, except for weekend duty.
- Caughey **motioned to prove the results of the Compensation Wage Analysis including that the Committee agrees with Staff recommendations as shown in the staff report and was seconded by Klemm. The motion passed unanimously by a vote of 3-0.** (Yes: Caughey, Klemm, and Downey. No: None.)

THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY

ADMINISTRATOR: Chairperson Downey read the evaluations for the City Administrator aloud, beginning with her own evaluation. Downey added that Eldridge is an outstanding City Administrator. Other evaluation comments included:

- “Michele has done a great job with the never ending issues with the Water Bond Project. I appreciate her passion and dedication for improving downtown Harrisburg. I feel she needs to manage her time a little better. Maybe cut out a meeting or two to avoid having to work such long days and weekends.”
- “Michele is easy to work with, always kind, hard working and loves our City. I truly appreciate all she does.”
- “Michele is wonderful to work with. Always kind and respectful. I am proud to say she is our City Administrator. She has a solid reputation. She is thorough and trustworthy in her job.”

After reviewing all 11 evaluations, which consisted of three Administrative Staff, three from Planning Commission and five from City Council, the final rating calculated by the Committee and staff was 4.3 out of 5.

- Eldridge reviewed the City Administrator Contract and requested to extend the severance package from four to six months as shown in section 9.1 on page 36. **The consensus from the Personnel Committee was to allow the change.**
- In section 7 on page 27, Eldridge also requested to be able to cash out some vacation allowance to avoid losing vacation at the end of the fiscal year. The Committee encouraged Eldridge to make vacations a priority by delegating more, outsourcing and to make her health a prime concern. **The consensus from the Personnel Committee was to deny this change.**
- The Committee then reviewed the wage compensation for Eldridge. Caughey suggested the City Administrator make at least 10% more than the next highest employee for a salary of \$130,000. Downey suggested a slight increase and then award a bonus. Downey then suggested a salary of \$129,000 and a bonus for the amount of \$2,500 for her participation with the wage study. Klemm and Caughey both agreed with Downey.
 - **Klemm motioned to recommend to the City Council that the City Administrator be given a salary increase to \$129,000 for her performance in 2024, with an effective date of July 1, 2025 and**
 - **Klemm motioned to recommend to the City Council that the City Administrator be awarded a bonus in the amount of \$2,500, if the budget allows, with an effective date of immediately, and**
 - **Klemm motioned to give the City Administrator a rating of 4.3 out of 5 and to forward the results of the annual evaluation to the City Council Meeting scheduled for March 25, 2025 and was seconded by Caughey. The motion passed unanimously by a vote of 3-0. (Yes: Klemm, Caughey, and Downey. No: None.)**

With no further business, the Personnel Committee adjourned at the hour of 9:12pm.

Chairperson

City Recorder/Lori Ross