

**FINANCE/PERSONNEL AD HOC COMMITTEE MINUTES
MONDAY, NOVEMBER 23, 2020
5:00 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

Meeting called to order by Chairperson Harris at 5:08pm

Present: Harris, Genrich, Beauchamp and Lange

Absent: Sampson

MODIFY / ADOPT AGENDA

Genrich/Beauchamp moved to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES FROM SEPTEMBER 28, 2020

Beauchamp/Genrich moved to approve the September 28, 2020 minutes. Motion carried.

ANNOUNCEMENTS

The Village has submitted expenses for reimbursement under the CARES ACT.

2021 COVID SICK LEAVE

Lange explained that the current Families First Coronavirus Response Act that provided employees up 80 hours of sick leave is set to expire on 12-31-2020 and it doesn't appear that this program will be extended by either the State or Federal Governments.

Discussion:

Consideration to offer 40 hours of Covid related sick leave for 2021.

Encourage staff not to come to work if ill.

Staff should put together a plan and present to Village Board for approval

MERIT INCREASES 2021

This is an informational item for the committee to review and make any recommendations for changes.

No changes to be made.

GREEN BAY METRO FIRE CONTRACT

The contract that the Village entered into with the City of Green Bay is for 15 years.

The Village of Bellevue has agreed to enter into an agreement with Green Bay Metro and the Village is asked to consider extending the current contract to expire at the same date as Bellevue's contract.

The agreement with Bellevue also requires the creation of an Advisory Committee.

The current Allouez contract will be presented to the Village Board in January.

NEXT MEETING DATE AND AGENDA ITEMS

Next meeting dates discussed are December 21, 2020 and January 25, 2021

ADJOURNMENT

Genrich/Lange moved to adjourn at 6:07 p.m. Motion carried.

Minutes submitted by Brad Lange, Administrator

Memo

Date: February 17, 2021

To: Ad Hoc Finance & Personnel Committee

From: Brad Lange

Re: Green Bay Metro Fire Contract Extension and Advisory Group Member

The Village of Allouez had entered into a 15 year agreement with the City of Green Bay for the merger of the two Fire Departments. The contract, as it stands today, is set to expire at the end of 2027. The Village of Bellevue recently joined the Green Bay Metro Fire Department and their contract mirrors our contract with a couple of exceptions:

1. The agreement with Bellevue calls for an Advisory Board to be put in place. The Advisory Board consists of six (6) members including two (2) members each from the three (3) municipalities; Green Bay, Allouez and Bellevue. The Advisory Group shall be established to receive regular reports and updates as agreed upon by the Fire Chief and Village Administrators regarding operation of the Green Bay Metro Fire Department.
2. The agreement with Bellevue also includes paying a portion of overtime. If we were to extend the contract, this overtime provision would not be applied to us until January 1, 2028 and would lock the overtime rate at 5% of salaries as it is with Bellevue.
3. With the extension, the contract for service would expire on 12/31/36 for both Allouez and Bellevue.

Staff had a meeting with Chief Litton to discuss whether or not Allouez would like to extend our contract to expire the same time as Bellevue or simply amend the current agreement to include an appointment to the Advisory Board. If we were to extend the contract there would be additional financial impacts to Allouez beginning in 2028 (paying for a portion of overtime).

Staff recommendation would be to amend the contract and recommend to the Village Board two (2) members to be appointed to serve on the Advisory Board and continue to have discussion on extension of the contract to 12/31/2036.

Memo

To: Finance and Personnel Committee

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Authorization of a Spring/Fall Park Maintenance Seasonal Labor Position Description and Wage Rate

Date: February 22nd, 2021

Background Information:

The Village operational departments utilize seasonal labor during the summer months to assist staff with various projects and maintenance activities. Usually these positions are filled with high school or college aged individuals that work from May through August, about 12 weeks. In the Parks Department these individuals typically perform maintenance activities like mowing, trimming, athletic field maintenance, general park caretaking and facility maintenance, and assist full time staff with park projects and forestry duties.

In recent years, we are seeing a need for more help in the Parks Department during the shoulder seasons of spring (April-May) and fall (August-October) before and after the college students are able to work. These shoulder seasons can be some of the busier times with turf maintenance and completing projects. We are also seeing an increased need for our full time staff in forestry maintenance activities which is taking away from park maintenance duties.

Previously the Department has extended the timeframe for summer seasonals to help with the need, however we have had difficulty in filling the position during the spring and fall seasons lately. In 2020 the Village Board approved a temporary wage increase to fill this need for September and October of 2020.

Previous Information/Action:

9/1/2020 Village Board approved a temporary wage increase of \$15/hr. to hire a fall seasonal for the remainder of the fall season (through October) and to address the wage during budget cycle.

Budget Item/Funding:

The proposed starting wage for the Spring/Fall Seasonal Laborer would be \$13.50 per hour. The wage would increase \$0.25 per year, up to \$14.50, for returning employees. The Department would utilize the current budget to fund this position. This would reduce our summer seasonal positions from 6 to 4.5 positions (May through August) and add one spring/fall position.

Staff Recommendation:

Staff is asking to authorize the position description and wage range of \$13.50-\$14.50 per hour for spring/fall seasonal labor position.

Attachments:

- Spring/Fall Park Maintenance Seasonal Laborer Position Description
- Wage Comparison from Surrounding Municipalities



**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE:	Spring/Fall Park Maintenance Seasonal Laborer	APPROVED:	
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REPORTS TO:	Parks & Facilities Foreman	FLSA STATUS:	Non-Exempt
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JOB PURPOSE: This is a seasonal labor position with an emphasis on park maintenance, facility maintenance, and urban forestry operations. This position has a split working season during the spring (April & May) and fall months (September & October).

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Maintains turf, athletic fields, and landscape areas on village properties.
- Operates vehicles, mowing, grooming, trimming, and various landscape maintenance equipment.
- Removes litter from Village parks and facilities.
- Cleans and sanitizes park facilities and performs janitorial duties.
- Performs daily routine maintenance on vehicles and equipment.
- Assists full time staff with projects and various maintenance activities.
- Assists full time staff with urban forestry operations.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- A high school diploma or equivalent and some work experience are preferred.
- Must be at least 18 years or older.
- Must possess a valid State of Wisconsin Driver's License.
- Ability to communicate effectively with co-workers and patrons.
- Be able to work independently and make decisions with little or no supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and ability in the operation of mowers, tractors, utility vehicles, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Knowledge of grounds maintenance practices and equipment.
- Knowledge of basic facility maintenance and custodial practices.
- Ability to perform manual labor for extended periods of time and work under most weather conditions.
- Ability to stand, bend, kneel, reach, climb, walk, and lift up to 50 pounds.
- Ability to work independently as well as part of a team; work cooperatively with others and take direction.
- Ability to deal tactfully and effectively with the public.

SUPERVISION/DECISION MAKING: Does not supervise others. Decisions affect the operation of the work unit. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent contact with co-workers, immediate supervisor and residents. Contacts involve routine matters where information is furnished or obtained. Customer service is essential.

DATES AND HOURS OF WORK: Typical dates and working hours for this position are:

April 1 to May 31 – Four days per week – 10 hours per day 6:00am-4:00pm.

September 1 to October 31 – Four days per week – 10 hours per day 6:00am-4:00pm.

Hours may be flexible to accommodate the needs of the Department. Punctuality for this position is required. This position is limited to a maximum of 1199 hours per year.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.

2020 Seasonal Wage Schedule Comparison

Position	Allouez	Bellevue	DePere	Green Bay	Howard	Ashwaubenon
Street, Water, Parks Maintenance	10.50	12.00	11.00	10.88		
Spring/Fall Park Maintenance	13.50-14.50		11.00-11.75 (Lead) 12.00-12.75		13.75-15.50	14.15-15.40
Camp Counselor / Playground Attendants	10.50	9.26	10.00	11.67	11.00	
Ice Rink/Gym Supervisors	8.25			10.05	10.00	
Slowpitch/Kickball Official	16.00	12.00	17.00	18.42/hr.	20.00	
Modified Softball Official (Fall)	18.00			18.42/hr.		
Yardwaste Inspector	10.50					
Crossing Guards	11.60		17.00			
Camp Coordinator	14.25	14.38		18.42	13.50	
Watchman (Park Security)	9.50		10.00	10.88		
Dance/Program Instructor	13.00	12.00	14.00	12.57	20.00	
Head Tennis Instructor	12.00		12.00	12.57		
Community Center Cleaner	9.50		11.00			
Community Center Senior Cards Coordinator	8.25		10.00	11.67		

	2019		
Chief Election Inspector	11.00/hr		13.00
Election Inspector	9.00/hr		10.00

Proposed

