

HUMAN RESOURCES COMMITTEE Meeting Minutes May 15th, 2023 Regular Meeting

The meeting was called to order by Chair Ludwig at 5:10 p.m. on May 15, 2023 in room 204 of the Government Center.

1 ROLL CALL

MEMBERS PRESENT: Ruth Ludwig (Chair), Jenny Van Sickle (Vice Chair), Jack Sweeney

MEMBERS ABSENT: Mark Johnson (Alternate)

CITY STAFF PRESENT: Beth Archer, Cammi Janigo, Deb Williams

OTHERS PRESENT: Shelley Nelson

2 APPROVAL OF MINUTES

2.1 Human Resources Committee (Meeting held April 17th, 2023)

MOTION by Sweeney, seconded by Ludwig. Motion carried.

**MOTION by Sweeney, seconded by Ludwig to review items 4 and 5 out of order.
Motion carried.**

4 NEW BUSINESS

4.1 Election of HRC Chairperson and Vice Chairperson

**MOTION by Sweeney, seconded by Ludwig, to elect Councilor Ludwig as Chair.
Motion carried.**

**MOTION by Sweeney, seconded by Ludwig, to elect Councilor Van Sickle as Vice
Chair. Motion carried.**

4.2 Request to fill the Landfill Working Foreman position, and subsequent vacancies if
filled in-house.

MOTION by Sweeney, seconded by Ludwig. Motion carried.

5 RECURRING BUSINESS

5.1 Receive and file monthly personnel report for April 2023

Members of the committee received and filed.

5.2 Human Resources updates

No action required.

3 OLD BUSINESS

- 3.1 Discussion on establishing stipends for certain citizen commission and committee members.

Councilor Van Sickle provided additional information on Citizen Stipends to committee members. The information is included below.

MOTION by Sweeney, seconded by Ludwig to continue to hold the discussion on establishing stipends in committee. Motion carried.

6 ADJOURNMENT

Meeting was adjourned at 5:47 p.m.

Respectfully submitted by Beth Archer

Human Resources Committee

Citizen Stipends

Definitions:

Committee: a municipal board, commission or task force created by the City of Superior with permanent status containing a combination of elected representatives, appointed community members, or tribal citizens, and authorized staff.

Eligible appointee, citizen stipend and committee member allocation may all be used interchangeably, and all require that appointees are current citizens of Superior, or tribal citizen appointees.

Background

Municipalities rely on the time and expertise of local community members. The City of Superior designed its governance to require citizen participation to guide the development of policy & programming.

Citizen appointees volunteer to utilize personal equipment/technology, transportation, their talent, education, and experience in the name of public service.

Six months (November 2022- May 2023) of monthly discussion and research* by Human Resource Committee members & staff examined the cost, rate, and eligibility requirements of potential recipients.

Proposal:

Issue quarterly, fixed stipends to citizen members who attend lawfully noticed, regular committee meetings (in person or virtually) of which they are appointed.

Existing policy:

Ordinance Sec. 2-267

Salaries for board of review members.

During their terms in office, **board of review members** shall be paid \$55.00 per day in which a meeting of the board of review is held. The chairperson of the board of review shall be paid an additional \$15.00 per day. (Code 1971, § 2-196)

Similarly, dozens of election inspectors volunteer to conduct the vital duty charged to municipalities to manage elections for modest compensation.

Eligibility & Exemptions:

Proposed allocation

Committee	Citizen members/seats	Frequency/max rate (\$25)	Est. Total
Assessment Board of Review	5	(meets annually)	\$125.00
Board of Building Appeals	5	(meets as needed)	\$125.00
Civil Service Commission	5	(meets as needed)	\$125.00
Communications and Information Technology Committee	3	(monthly)	\$900.00
Community Development Block Grant	3	(once a year)	\$75.00
Culture, Events, Public Art	5	(meets quarterly?)	\$500.00
Golf Course	4	(meets quarterly?)	\$400.00
Historic Preservation	5	(meets quarterly?)	\$500.00
Liability Claims	5	(monthly)	\$1,500.00
Library Board	5	(meets 11 times/yr.)	\$1,375.00
Commission on Communities of Color	4	(monthly)	\$1,200.00
Commission on Disabilities	4	(meets 9 times/yr.)	\$900.00
Parks and Rec Commission	4	(meets quarterly)	\$400.00
Plan Commission	5	(monthly)	\$1,500.00
Police and Fire Commission	5	(meets monthly)	\$1,500.00
Redevelopment Authority City of Superior (RACS)	3	(meets as needed)	\$300.00
Tourism Commission	2	(meets monthly?)	\$600.00
Urban Tree Board	5	(meets monthly)	\$1,500.00
Wisconsin Point Committee	1	(meets quarterly)	\$100.00
TOTAL			\$13,625.00

Appointees may decline stipend.

Appointees who are paid their regular hourly rate by their employers for their time, professional association, and service shall decline stipend. City of Superior employees are not eligible for committee stipends.

No appointee can collect a stipend for more than one committee concurrently.

No elected member is eligible for an appointee stipend.

Stipends shall not exceed the equivalent of 12 installments per calendar year.

Appointees are not eligible for stipend backpay.

Stipend is \$25 per in person meeting, confirmed by attendance during at least 51% of the meeting duration and official minutes. (For example, being present during roll call and disconnecting from the meeting shortly thereafter can disqualify participants from the stipend). Committee Chairs are reminded typical meetings are expected to last approximately one hour.

Stipend for virtual attendance is \$15 per meeting.

Payments are issued via direct deposit on a quarterly basis.

Appointees are responsible for ensuring the proper department has their most up to date information through the proper process determined by the City of Superior Administration.

Relative departments budgets shall account for citizen committee stipend allocations and notify the appointing officer and city clerk's office of their current committee vacancies and filled appointments with terms at least annually and by May of each year following the common council's reorganization meeting for the City Directory publication.

State of Wisconsin: reviewed by Human Resources Committee December 2022

Submitted by Dir. C. Janigo

Survey of Cities/Counties Paying Citizen Committee/Commission Members

Responding City or County	Amount	IRS Mileage	Additional Information
Appleton	none		
Delevan	none		
DePere	none		
Fond du Lac	none		
Janesville	none		
Kenosha	none		
Lancaster	none		
Manitowoc	none		
Marshfield	\$45/mtg		only for Ethics Cmt & Board of Review

Milwaukee	\$115.38-\$317.00/bi-weekly		covers 7 committees
Neenah	none		
Oshkosh	none		
Pewaukee	\$20/mtg		
Stevens Point	none		
Sun Prairie	\$30/mtg		covers 21 committees
Watertown	none		
Wausau	\$88.43/day		Board of Review only
West Bend	none		
Grant County	\$90/mtg	yes	same as County Board members
Oneida County	\$40/mtg	yes	same as County Board members
Waupaca County	none		
Waupaca County DHHS	stipend		only to HHS board members
Waushara County	\$50/mtg	yes	
Wood County	\$50/mtg		same as County Board members