



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes - Final Personnel Committee

Monday, April 14, 2014

5:15 PM

Council Chambers

1. Call to Order

2. Roll Call

Bridget Brennan, Denise Larson, Todd Blaser, Jim Muenzenmeyer, Dan Koski, Karen Dorow, Kathleen McDaniel, Brian Helminger.

Present: 3 - Able, Hennessey and Sitkiewitz

Absent: 2 - Schema and Howe

3. Public Comment

None.

4. Discussion and Action Items

5. [14-621](#) Approval of March 10th, 2014 and March 31st, 2014 Personnel Committee Minutes.
Moved by Sitkiewitz, seconded by Hennessey, that the Minutes be approved. The motion carried. Ayes, 3. Nays, none
6. [14-623](#) Review of legal fees billed out through Human Resources.
This Report was discussed.
7. [14-272](#) Report out on Health Plan Funding.
This Report was discussed.
8. **14-627** Report out of Human Resources Initiatives
City Attorney McDaniel briefly reported on the Safety Steering and Wellness Committees' activities and addressed administration of HR duties in the absence of an HR Director.
9. [14-328](#) Health Coaching for High Risk and Extreme High Risk individuals.
City Attorney McDaniel explained and reported on last years' findings and that this voluntary participation will be offered again this year. Committee discussed.

Alder Schema arrived at 5:20 p.m.

Present: 4 - Able, Hennessey, Schema and Sitkiewitz

Absent: 1 - Howe

10. [14-165](#) Approval of Participation Agreement and Application Form with The Hartford Employer Group Insurance Trust health plan for retirees +65 for the City of Manitowoc.
- City Attorney explained this was previously approved and is the paperwork to proceed forward.*
- Moved by Sitkiewitz, seconded by Schema, to approve the agreement. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz
11. [14-641](#) **Firefighter grievance regarding minimum staffing.**
- This is moved to the May Meeting.*
12. [14-329](#) Approval regarding hiring of replacement WWTF Operator.
- Moved by Hennessey, seconded by Sitkiewitz, to approve the hiring. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz
13. [14-450](#) Out of State Travel/Training Request from Fire Chief Todd Blaser.
- Fire Chief Todd Blaser explained his request to attend the Congressional Fire Service Institute Conference in Washington D.C. beginning on April 29th. This is funded through the Wisconsin State Firefighters Association and there will be no cost to the City other than his wages.*
- Moved by Hennessey, seconded by Schema, that this Action Item be accepted and placed on file. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz
14. [14-453](#) Interim Pay Policy.
- Committee discussed Mayor's suggested draft. Requests should come through the oversight committee or the Personnel Committee and the Council should have final approval. City Attorney Kathleen McDaniel advised she will get a draft of the proposed changes ready for next Common Council meeting.*
15. [14-639](#) Tentative Agreement with Teamsters Transit Union.
- City Attorney Kathleen McDaniel and Alder Chris Able explained the proposed contract, which includes changes to sick leave and 0% increase for 2013, 2% increase for 2014, 2015 and 2016. Jim Muenzenmeyer handed out a tenure list of Transit employees. Committee discussed.*
- Moved by Hennessey and seconded by Sitkiewitz that this Contract be approved and forwarded to the Common Council for final approval. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

16. [14-640](#) Approval of revised draft Seasonal Employment Policy.
- City Attorney McDaniel explained it went through the BPI. Denise Larsen addressed the Committee, answered questions and explained the new, changed short process for all involved. Process has become streamlined and electronic.*
- Moved by Sitkiewitz, seconded by Schema, that this Policy be accepted and placed on file. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz
17. [14-636](#) Parks Worker I advertised wage issue.
- Dan Koski addressed the Committee and explained the advertised rate of pay and the actual wage prior to enactment of the new Pay Plan Policy. Committee discussed. Committee was in agreement to recommend a starting wage of 85% of Step 8 (\$15.64/\$18.40) and then moving to \$18.40 after 6 months.*
18. [14-645](#) Pay Study Policy implementation.
- Committee discussed fair implementation of the Pay Plan Policy and appeals process with City Attorney McDaniel. Alder Able recommended that City Attorney McDaniel coordinate with Carlson Dettmann and handle the appeals process. Committee further discussed the Pay Plan and its appeals process with Grades and Steps and deadlines to file appeals (May 5th and June 2nd).*
19. [14-646](#) Proposed rules for the Exercise Room at City Hall.
- City Attorney McDaniel addressed the proposed Rules and Release of Liability with the Committee.*
- Moved by Hennessey, seconded by Sitkiewitz, to approve the Rules and Release of Liability. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz
20. [14-631](#) Approval of job descriptions for Department of Public Infrastructure - Operations Division.
- Moved by Sitkiewitz, seconded by Schema, to approve the revised job descriptions.. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz
21. [14-633](#) Approval of job description for Police Patrol Lieutenant.
- Moved by Sitkiewitz, seconded by Hennessey, to approve the revised job description. The motion carried by the following vote:**
- Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

22. [14-647](#) Approval of job description and wage classification for Human Resources Director.

City Attorney McDaniel explained to the Committee that this job description is one from 2009 when Kristin Clark was hired. Alder Hennessey suggested the need for formal succession planning, skills development, performance management and organizational and employee development initiatives be added into the job description, as well a minimum of 7 years experience with SPHR certification required. PERC can be removed from the job description. City Attorney McDaniel will revise job description and begin advertising.

23. [14-635](#) Approval of revised job description and wage for the Associate Planner/Community Development Expediter position.

City Attorney McDaniel explained to the Committee Planning Department concerns brought to her attention regarding GIS duties. This position was initially advertised as an Associate Planner position. Committee was in agreement to approve the job description for referral to Licensing, Permits and Inspection Department oversight committee. This position rating is to remain where it is, and was rated based on a City of Oshkosh position.

Moved by Hennessey, seconded by Sitkiewitz, to approve the job description for referral to the Licensing, Permits and Inspections Committee. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Schema and Sitkiewitz

24. [14-634](#) Approval of revised job description for City Attorney position.

City Attorney McDaniel explained the following changes made to the job description: added in insurance, staff job titles, removed Human Resources areas, added in duties of the Assistant City Attorney.

Moved by Hennessey, seconded by Sitkiewitz, to accept the revised job description for the City Attorney. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Schema and Sitkiewitz

CONVENE IN CLOSED SESSION.

25. [14-658](#) Discussion/recommendation of salary for City Attorney.

Notice is hereby given that the above governmental body will adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter to be considered in closed session is number 25 noted above.

Moved by Alder Hennessey and seconded by Alder Sitkiewitz to convene in closed session at 7:15 p.m.

RECONVENE IN OPEN SESSION

Moved by Alder Sitkiewitz and seconded by Alder Schema to reconvene in open session at 7:24 p.m.

25. [14-658](#) Discussion/recommendation of salary for City Attorney.

Moved by Hennessey, seconded by Schema, to place the City Attorney at Grade T, Step 1, effective upon passage, then moving to Grade T, Step 2 effective July 1st. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Schema and Sitkiewitz

26. [14-637](#) Schedule next meeting.

Monday, May 12th, 2014 @ 5:15 p.m.

27. [14-638](#) Motion to adjourn.

Committee adjourned at 7:27 p.m.

Adjournment