



City of Manitowoc

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

Meeting Minutes - Final Personnel Committee

Monday, May 12, 2014

5:00 PM

Common Council Chambers

1. CALL TO ORDER

2. ROLL CALL

Brian Helminger, Denise Larson, Dan Koski, Todd Blaser, Jeri Lynn Christensen, Tony Dick, Jim Brey, City Attorney Kathleen McDaniel, Mayor Justin Nickels, Jeremy Wagner.

Present: 4 - Able, Hennessey, Sitkiewitz and McMeans

Absent: 1 - Schema

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS: None

Any Committee Member may request removal of any item from the consent agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the consent agenda shall be separately considered.

- [14-1015](#) **Review of legal fees billed out through Human Resources.**
- [14-1016](#) **Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.**
- [14-1017](#) **Report out on Health Plan Funding.**
- [14-1018](#) **Report out of Human Resources initiatives.**
- [14-1024](#) **Report out of City Attorney's Office initiatives.**

APPROVAL OF THE CONSENT AGENDA

Moved by Sitkiewitz, seconded by Able, to approve the Consent Agenda items. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

5. DISCUSSION AND ACTION ITEMS

Alder Schema arrived at 5:15 p.m.

Present: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-641](#)

Firefighter grievance regarding minimum staffing.

City Attorney McDaniel explained the contractual grievance procedure. Alder Hennessey invited the firefighter representatives to address the Committee. Scott Moran and Jeremy Wagner addressed at length minimum staffing in accordance with the labor contract. Fire Chief Todd Blaser joined in discussion and clarified. It was the consensus of the Committee to deny the grievance, to keep the dialogue going and to be more proactive moving forward.

Moved by Sitkiewitz, seconded by McMeans, to deny the grievance. Alder Able requested that in the denial letter it be stated that this is an issue that the City will continue to work on. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1019](#)

Residency extension for Officer VanKauwenberg.

The Committee was in agreement to approve an extension up to a year, as long as the home is on the market. Alder Brey questioned the legality of residency. Chief Tony Dick and City Attorney McDaniel advised that the residency requirement is distance in miles from the City.

Moved by Able, seconded by Schema to approve the extension. Committee briefly discussed. Able amended his motion to approve the extension up to one year as long as the home remains actively for sale.

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1023](#)

Wastewater Treatment Facility Operator advertised wage issue.

Brian Helminger gave the Committee an overview of the recruitment process and starting pay issue with his Operator position. Committee discussed the 85% starting wage of Steps 1 for 6 month probationary periods, the control point and years of experience. This position will have a starting wage of 85% of Step 1 (\$16.86/\$19.84) and then moving to \$19.84 after 6 months.

[14-1020](#)

Request to rehire Taylor Albright, close relative of Recreation Supervisor Denise Larson, for summer seasonal employment.

Moved by Able, seconded by Sitkiewitz to approve the hiring. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1021](#) **Request from Police Chief to hire an additional Clerk I at the Police Department.**

Police Chief Tony Dick and Jeri Lynn Christensen addressed the Committee and gave an overview of their administrative staff and workload, including regular, seasonal and temporary employees. Money is available in the Police Department budget and the Public Safety Committee has approved the position. Committee discussed.

Moved by McMeans, seconded by Able, to approve filling this position. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1033](#) **Request from Director of Public Infrastructure to hire a replacement Mechanic at DPW due to a resignation.**

Moved by Able, seconded by McMeans, to approve filling this position. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

[14-1022](#) **Transition of the Police Supervisors into the Employee Policy Manual.**

City Attorney McDaniel explained the need for conversation on this lingering issue. Carlson Dettmann has given recommendations for the Captains to be exempt and the Lieutenants to be non-exempt. Committee will discuss further once more data is available.

[14-1032](#) **Plan Documents and Summary Plan Descriptions for the City's Employee Health, Preventive Dental and Enhanced Dental Plans, recommending entering into the contracts.**

Moved by Able, seconded by Schema, to approve. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Schema and Sitkiewitz

Abstain: 1 - McMeans

[14-1030](#) **Trade Secret Agreements with Carlson Dettmann Consulting, LLC, for the City of Manitowoc Compensation Plan Appeals Process.**

City Attorney McDaniel explained the appeals process of the new Pay Plan and that these are required documents for the process. Committee discussed.

Moved by Able, seconded by Schema, to approve. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

6. SCHEDULE NEXT MEETING

Monday, June 9th, 2014 at 5:00 p.m. City Attorney McDaniel advised she will not be able to attend on June 9th but that Steve Corbeille would be available in her absence.

7. ADJOURNMENT

[14-1027](#)

Motion to adjourn.

Moved by Sitkiewitz, seconded by Able, to adjourn. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and McMeans

Committee adjourned at 6:10 p.m.