



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

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Tuesday, February 3, 2015

5:00 PM

Council Chambers

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### 1. CALL TO ORDER

### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Steve Corbeille, Karl Koch, Todd Blaser,  
Cherilyn Stewart, Dan Koski, Jane Rhode*

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

### 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

### APPROVAL OF CONSENT AGENDA

**Moved by Sitkiewitz, seconded by Schema, to approve the Consent Agenda Items. The motion carried by the following vote:**

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

[15-131](#) Approval of January 12, 2015 Personnel Committee Minutes.

[15-132](#) Review of legal fees billed out through Human Resources.

[15-133](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

[15-135](#) Report out of Human Resources Initiatives.

[15-136](#) Report out of City Attorney's Office Initiatives.

### 5. DISCUSSION AND ACTION ITEMS

[15-152](#) Out-of-State Travel Request for Springbrook Conference.

Steve Corbeille explained the benefits of Springbrook use including the ability to use licensing by the Clerk's Office, which will decrease the amount of time needed for the process. The estimated cost is \$5,300 but Steve will work to keep it under cost. Alder Sitkiewitz questioned Human Resources role in regard to Springbrook and determined that it will be beneficial to expand Springbrook's Human Resources capabilities for the City. Steve discussed the bank reconciling function, which should be designed shortly. Alder McMeans questioned previous Springbrook conferences and whether the City has taken advantage of the information received in the past. According to Steve, the system is being used effectively and the City is participating in weekly conference calls to discuss issues.

**Moved by Sitkiewitz, seconded by Able, to approve the travel request up to \$5,400. The motion carried by the following vote:**

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

## 6. CONVENE IN CLOSED SESSION

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is: 15-138 and 15-139.

Notice is hereby given that the above governmental body may 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 that may be considered in closed session is: 15-140.

**Moved by Sitkiewitz, seconded by Schema, to convene in closed session at 5:10 p.m. The motion carried by the following vote:**

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

[15-139](#) Fire Department Grievance Hearing.

[15-138](#) Update on Police Bargaining.

[15-140](#) Discussion and Possible Action on Wage and Benefit Transition for Deputy Fire Chief.

*(Closed Session portion of Minutes have been redacted.)*

*Police Chief Tony Dick arrived at 5:30 p.m.*

## 7. RECONVENE IN OPEN SESSION

**Moved by Able, seconded by Sitkiewitz, to reconvene in open session at 5:55 p.m. The motion carried by the following vote:**

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

[15-139](#) Fire Department Grievance Hearing.

*This grievance was withdrawn by the Fire Department.*

**This Request was removed from discussion.**

[15-140](#) Discussion and Possible Action on Wage and Benefit Transition for Deputy Fire Chief.

**Moved by Able, seconded by Sitkiewitz, that the City Attorney draft a Resolution reflecting the changes in the Department structure as approved by the PFC and submit it to the Common Council for approval. The motion carried by the following vote:**

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

[15-137](#) Wages for Non-Pay Plan Employees.

*Rochelle Blindauer recommended discussing the seasonal and non-pay plan employees (Rahr-West guards, crossing guards and Library employees) regarding when they are able to get increases. Alder Hennessey indicated that this item was discussed extensively approximately two years ago and that the Library employees' wages need to be approved by the Library Board. Rochelle clarified that she was primarily concerned about the rates for returning seasonal employees. Discussion ensued on the value of returning employees and how to retain them. The consensus of the Committee was to discuss this issue in March.*

## 8. SCHEDULE NEXT MEETING

## 9. ADJOURNMENT

**Moved by McMeans, seconded by Schema, to adjourn. The motion carried by the following vote:**

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

*Submitted by Rochelle Blindauer, Human Resources Director.*