



City of Manitowoc

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

Meeting Minutes - Draft Personnel Committee

Monday, April 6, 2015

5:00 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

*Jason Sladky, Rochelle Blindauer, Kathleen McDaniel, Todd Blaser, Jim Muenzenmeyer,
Tony Dick, Nick Reimer, Dan Koski, Jessie Lillibridge*

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.

- [15-365](#) Approval of March 2, 2015 Personnel Committee Minutes.
- [15-366](#) Review of legal fees billed out through Human Resources.
- [15-367](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-368](#) Report out on Health Plan Funding.
- [15-369](#) Report out of Human Resources Initiatives.
- [15-370](#) Report out of City Attorney's Initiatives.

Approval of the Consent Agenda

Attorney McDaniel gave a verbal report of the City Attorney report.

Moved by Sitkiewitz, seconded by McMeans, 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

[15-414](#)

Police Department Out-of-State Travel Request.

Chief Dick indicated that this travel request was being made retroactively due to a miscommunication on the dates of the seminar. There was no cost to the City for this meeting.

Moved by McMeans, seconded by Sitkiewitz to approve the travel request. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

[15-362](#)

PTO Schedules - Department Heads and Police Supervisors.

Rochelle Blindauer updated the Committee on the Exempt (excluding Chiefs) PTO schedule and Police Supervisors and requested a discussion on the equity of the schedule. Allowing additional PTO would offset not offering short-term disability. Attorney Kathleen McDaniel indicated that when comparing the Police Supervisors to Department Heads, the Police Supervisors work 1,950 hours as opposed to Department Heads working 2,080 hours per year. Newer Department Heads do not have the previous sick bank from which to draw for extended absences. Alder Hennessey brought up compression issues. Alder McMeans questioned whether the Exempt PTO schedule should be increased just during the first year since it self-corrects after the first couple years. A lengthy discussion ensued. Alder McMeans stated that there may be a conflict of interest since Human Resources indicated inequities with the PTO schedule. He also questioned whether the payroll system has the capability to adjust the schedules. The consensus was to table this issue and bring a recommendation to the next meeting. Alder McMeans requested other public and private PTO schedules to compare.

This item was tabled and will be brought back on the next agenda.

[15-361](#)

Discuss Call-In Pay Language.

Rochelle Blindauer explained how the current language is being interpreted. Employees are paid time-and-a-half if called in with less than three hours' notice prior to the start of the shift. An employee has questioned whether they should get paid time-and-a-half if asked to stay late. Dan Koski explained that sometimes the request to stay late is last minute depending on the snow or road conditions, how much is done during the day, etc. Discussion ensued on what was originally meant by "call-in." Alder Able indicated that he did not agree with the practice of not paying employees time-and-a-half for staying late when it was decided previously and he still does not agree with it. Rochelle will clarify this language in the Employee Policy Manual during the next update.

This Request was discussed

[15-360](#)

Non Pay Plan Employee Wages.

Rochelle Blindauer discussed the RAWM guard pay schedule with Greg Vadney and his budget can support the guard step increases that were proposed. The pay for school crossing guards is comparable to other municipalities. Discussion ensued on how to retain employees in this position. Contracting out the service would cost much more than our current internal management of the program. Rochelle indicated that she would want this plan to increase the same as the City's Compensation Plan. If the decision was made to adopt the step pay, the consensus was to start all current and future Crossing

Guards at Step 1. Chief Dick discussed performance evaluations of the crossing guards along with the current problem of recruiting for this position. Alder Hennessey expressed concern about continuing to add costs at a Personnel level and how to function once budget time comes around.

Moved by Able, seconded by McMeans, to recommend approval of both schedules as presented effective July 1, 2015. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

[15-364](#)

Leave of Absence - Massa.

Rochelle Blindauer updated the Committee that employees who have exceeded their FMLA are required by the Employee Policy Manual to seek Personnel Committee approval to take unpaid leave. Police Department Patrol Officer Kyle Massa, is requesting an unpaid leave of absence upon exhaustion of his FMLA due to knee surgery.

Moved by McMeans, seconded by Able, that this Request be approved. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

[15-371](#)

2015 DPW Employee Agreement.

Rochelle Blindauer gave an update on the wage-only bargaining unit, currently in discussions. Alder Able stated that he was concerned about the Committee discussing a contract in open session. Alder Hennessey suggested bringing it back in closed session next meeting.

[15-381](#)

Office Construction - Safety Concerns.

Attorney Kathleen McDaniel updated the Committee that the Safety Committee determined that the Attorney/Human Resources offices were in need of a safety upgrade. The recommendation is to add a lock pad to the door along with a window for the public to approach. The funds for this upgrade would come out of the CAWG budget. A lengthy discussion ensued on the practicality of the upgrade. Sladky inquired why this request was brought to this Committee and not Public Infrastructure. He was under the impression that the access to that end of the building was going to be limited and questioned why we would spend the money on this temporary solution. Attorney McDaniel stated that the employees were concerned about safety in the office after the Safety Committee did an inspection. Alder Hennessey recommended development of a master plan for the entire building instead of piecing together safety precautions for all of City Hall. Jim Muenzenmeyer indicated that the Mayor's plan of placing doors in the second floor hallway was found to be out of compliance with fire and building codes. Alder Able questioned how many visitors there are to these offices on average. Attorney McDaniel indicated that a foot count was done approximately two years ago and it was determined that the average count was 100 visitors per week.

Alder Jim Brey arrived at 6:09 p.m.

Tony Dick and Nick Reimer left the meeting at 6:09 p.m.

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)(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:

A motion was made by Vice Chair Christopher Able, seconded by Alderperson Eric Sitkiewitz, to convene in closed session at 6:10 p.m. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

[15-386](#)

Fire Department Mediation Update.

(Closed Session portion of Minutes has been redacted.)

7. RECONVENE IN OPEN SESSION

A motion was made by Alderperson Eric Sitkiewitz, seconded by Alderperson Scott McMeans, to reconvene in open session at 6:25 p.m. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

8. ADJOURNMENT

A motion was made by Alderperson Eric Sitkiewitz, seconded by Vice Chair Christopher Able, to adjourn at 6:26 p.m. The motion carried by the following vote:

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

Submitted by Rochelle Blindauer, Human Resources Director.