



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Tuesday, December 15, 2015

5:15 PM

Council Chambers

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#### 1. CALL TO ORDER

*The meeting was called to order at 5:23 p.m.*

#### 3. PUBLIC COMMENT

#### 4. CONSENT AGENDA

#### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Dan Koski, Nic Sparacio, Jim Muenzenmeyer,  
Todd Blaser, Eric Sitkiewitz*

**Present:** 4 - Hennessey, Able, Sladky and Brandel

**Absent:** 1 - McMeans

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

- [15-1234](#) Approval of November 2, 2015 Personnel Committee Minutes.
- [15-1235](#) Review of legal fees billed out through Human Resources.
- [15-1236](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-1237](#) Report out on Health Plan Funding.
- [15-1238](#) Report out of Human Resources Initiatives.
- [15-1239](#) Report out of City Attorney's Initiatives.

#### Approval of the Consent Agenda

**Moved by Brandel, seconded by Able, to accept the Consent Agenda Items and place on file. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

## 5. DISCUSSION AND ACTION ITEMS

*Alder McMeans arrived at 5:33 p.m.*

**Present:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-1179](#)

Holiday Premium Pay for Non-Protective Employees.

*Alder Sladky questioned use of non-represented v. non-protective. Alder Able indicated that he supports this and believes it to be consistent and also suggested we consider call-in employees. R. Blindauer asked if Alder Able was requesting something in addition to the time and half for call-in pay. Alder Able indicated yes, as holiday call-in is a greater sacrifice than being scheduled. Alder Able indicated that was not making a motion at this time but would like it to be reviewed in the future.*

**Moved by Brandel, seconded by Able, to recommend adoption of the revised holiday pay policy effective January 1, 2016. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

## 6. CONVENE IN CLOSED SESSION

**A motion was made by Able, seconded by McMeans, to convene in closed session. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

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:

[15-904](#)

Resolution regarding Inspection Division Reorganization and Job Descriptions Revision.

*(Closed Session portion of the Minutes has been redacted.)*

[15-1281](#)

Leave of Absence Request for Fire Department Employee.

*(Closed Session portion of the Minutes has been redacted.)*

## 7. RECONVENE IN OPEN SESSION

**A motion was made by Brandel, seconded by Able, to reconvene in open session. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-904](#)

Resolution regarding Inspection Division Reorganization and Job Descriptions Revision.

**Moved by Able, seconded by Brandel, to recommend approval of reclassification of the current Building Inspector to non-exempt and redline the current rate of pay and approve the revised job descriptions. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-1281](#)

Leave of Absence Request for Fire Department Employee.

**Moved by McMeans, seconded by Sladky, to approve an unpaid leave of absence for three months effective immediately. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, McMeans, Sladky and Brandel

**Nay:** 1 - Able

[15-1204](#)

Request to fill Streets Laborer position prior to Retirement of Current Employee.

*N. Sparacio left the meeting.*

*D. Koski indicated that the employee's last day prior to retirement will be December 18, 2015.*

**Moved by Able, seconded by Brandel, to recommend approval of the request to fill the Streets Laborer position prior to the retirement of a current employee. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

[15-1253](#)

Shift Premiums for Street Sweepers.

*Dan Koski indicated that the street sweepers were inadvertently left out of the previous shift premium Resolution. Alder Sladky indicated that he does not believe this is the same as working second or third shift as being done at 11:00 a.m. in the summer would be desirable. D. Koski indicated that the position is difficult to fill. Alder McMeans asks if the Infrastructure Committee has reviewed this due to complaints regarding street sweeping. Alder McMeans would like the operations to be reviewed for efficiency. D. Koski indicates that the street sweepers also log citations and there would be increased citations if streets were swept during the day. Alder Able indicated that he feels that 3:00 a.m. is not a desirable time to start. The consensus was to refer it to Public Infrastructure for review of the operations process.*

**Moved by McMeans, seconded by Able, recommends referring to Public Infrastructure for further discussion and then back to Personnel if necessary. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Able, McMeans, Sladky and Brandel

*Alder McMeans left the meeting at 6:05.*

**Present:** 4 - Hennessey, Able, Sladky and Brandel

**Absent:** 1 - McMeans

[15-1206](#)

Approval to enter into a Direct Bill Agreement with Smart Choice MRI.

*Alder McMeans is abstaining from a vote on this item due to being employed by the healthcare system. R. Blindauer explained that under the new Anthem plan, Smart Choice was out of network. Therefore, a direct agreement was developed with Smart Choice MRI, in which the City will pay \$600 for MRIs and continue to incentivize employees with a \$300 payment for utilizing Smart Choice. Alder Able inquired whether local health providers were consulted on their ability to offer a discounted price on MRIs. R. Blindauer explained that employees do have a choice. They are not required to use Smart Choice. Alder Brandel discussed several specific items in the contract.*

**Moved by Sladky, seconded by Able, to recommend entering into a contract with Smart Choice MRI and informing the two local medical providers of said action. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

[15-1138](#)

Mobility Manager Position Discussion.

*J. Muenzenmeyer explained that this is a long-standing position, currently with the County, that is a grant-funded position. It was under the City many years ago. There is a current incumbent who is responsible for securing the annual grant. Alder Brandel confirmed that this is a movement of labor, but that the County would be responsible for vehicle upkeep and insurance. J. Muenzenmeyer agreed and indicated that the City currently charges revenue to perform the maintenance on these vehicles. Alder Brandel questioned how the pay scale would relate to the pay available through the grant and the Mobility Manager's current pay scale. Alder Able questioned what would occur if a grant was not received and J. Muenzenmeyer indicated that the position would end, but that it is has been funded for years. Alder Brandel confirmed that the grant covers all benefits.*

**Moved by Able, seconded by Brandel, to recommend approval of the transition of the Manitowoc County Mobility Manager position to the City of Manitowoc Transit Department, which is a budget-neutral transition. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

[15-1232](#)

Approval of Staff Attorney Job Description and Wage Range.

*Kathleen McDaniel explained that she updated the job description and Carlson Dettmann provided the recommendation that the Staff Attorney wage should be at the same level as the vacant Assistant City Attorney position.*

**Moved by Sladky, seconded by Able, to recommend approval of Staff Attorney job description and wage range. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

[15-792](#)

Resolution to Approve Background Check Policy.

*R. Blindauer gave an overview of the changes that were requested, including changing the wording to state a candidate "would not be hired" if certain criteria was not met, due to defensibility in court. Additionally, she discussed not requiring a clean MVR check for candidates whose positions do not require a valid driver's license, since it's not a requirement of the job. Alder Able stated that he is concerned about the subjectivity of the criteria. Alder Brandel asked whether a health physical would preclude someone from*

*being hired and whether that should be included in this policy. A lengthy discussion ensued on the ramifications of enforcing the criteria, an appeals process for employees that are rechecked, and the legal issues presented by the policy. The Committee recommended changes to the Policy.*

**Moved by Brandel, seconded by Sladky, to recommend approval of the Background Check Policy as revised, and to direct the City Attorney to draft a Resolution accordingly. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

## **8. ADJOURNMENT**

**A motion was made by Brandel, seconded by Sladky, to adjourn at 7:05 p.m. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, Sladky and Brandel

*Submitted by Rochelle Blindauer, Human Resources Director.*