

PERSONNEL COMMITTEE MINUTES

Monday, January 10, 2011

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room at City Hall, 900 Quay Street, Manitowoc, Wisconsin on January 10, 2011 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons Olson, McMeans, Hennessey and Schema. Others present were Municipal Court Judge Olson, Denise Larson, Jeremy Crees, Fire Chief Manis, Jeremy Crees, J.J. Ploederl and Deb Geiger, Human Resources & Safety Coordinator.

1. The meeting was called to order at 5:02 p.m.
2. Approval of the December 13, 2010 Personnel Committee Minutes. A motion was made by Alder McMeans and was seconded by Alder Hennessey to approve the minutes as presented. All members present voted in favor of the motion. That vote being 5 – 0.
3. Public input of items germane to the Personnel Committee as authorized by Section 19.84(2) of the Wisconsin Statutes. None.
4. Discussion and possible action regarding a request by the Municipal Judge for approval of a revised position description and to fill a future vacancy in the Municipal Court Clerk position. Judge Olson presented the request which was previously approved through the budget process and by the Finance Committee. The incumbent employee is scheduled to retire effective May 5, 2011. A resignation letter is forthcoming. A motion was made by Alder Hennessey and was seconded by Alder Olson to approve the position description and fill the future vacancy in the Municipal Court Clerk position. All members voted in favor of the motion. That vote being 5-0.
5. Sign previously approved Resolution #683 concerning the municipal Judge salary rate. The Resolution was signed.
6. Discussion and possible action regarding revised position descriptions for the Fire Department Motor Pump Operator, Lieutenant and Captain positions. Chief Manis presented the revised position descriptions to comply with Comms 14 & 30. The Battalion Chief position description will be brought to the next Personnel Committee meeting for approval as well. Modifications to the descriptions were made to bring it current with the actual duties of the position. The Motor Pump Operator may be appointed Safety Officer. A motion was made by Alder Schema to approve the content of the description with the understanding the final format will presented at the next Personnel Committee meeting. The motion was seconded by Alder McMeans. All members voted in favor of the motion. That vote being 5 – 0.

7. Discussion and possible recommendations related to the Department of Public Works organization, duties and staffing presentation. This item is to possibly be considered at the next Personnel Committee meeting.

8. Schedule future meeting. A special meeting was scheduled for Monday, January 17, 2011 at 6:00 p.m. prior to the Council Meeting. The next regular meeting of the Personnel Committee was scheduled for Monday, February 14, 2011 at 5:15 p.m.

17. Adjourn. At 5:28 p.m. a motion was made by Alder Hennessey and was seconded by Alder Schema to adjourn the meeting. All members present voted in favor of adjournment. That vote being 5 – 0. The meeting adjourned.

Respectfully submitted,

Debra Geiger
Human Resources & Safety Coordinator