



City of Manitowoc

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

Meeting Minutes - Final Personnel Committee

Monday, November 10, 2014

5:00 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

Kathleen McDaniel, Rochelle Blindauer, Dan Koski, Karen Dorow, Steve Corbeille, Jim Muenzenmeyer, Municipal Court Judge Steve Olson, Nic Sparacio, Tony Dick, Jessie Lillibridge, Jane Rhode, Jay Scott and Shawn Esslinger from Associated Financial Group.

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.

- [14-2226](#) Approval of October 13th, Personnel Committee Minutes.
- [14-2227](#) Review of legal fees billed out through Human Resources.
- [14-2228](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [14-2229](#) Report out on Health Plan Funding.
- [14-2230](#) Report out of Human Resources initiatives.
- [14-2231](#) Report out of City Attorney's Office initiatives.

APPROVAL OF CONSENT AGENDA

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

Aye: 4 - Able, Hennessey, Sitkiewitz and McMeans

5. DISCUSSION AND ACTION ITEMS

[14-2235](#)

Presentation from Associated Financial Group for their services as the City's broker for health insurance for 2015.

Rochelle Blindauer reported that AFG had approached her and inquired about the City's interest in retaining their benefit broker services. Jay Scott and Shawn Esslinger addressed the Committee and gave a brief overview of the services that they provide. Rochelle Blindauer explained that AFG would be able to provide legal expertise, plan design knowledge, compliance with health care reform and the Affordable Care Act. AFG has 6700 business clients and also retains an in-house actuary. They would work closely with Auxiant.

Karen Dorow, Dan Koski and Nic Sparacio arrived.

Alder McMeans indicated that he would be abstaining from voting. Discussion ensued regarding the additional guidance the City would gain from AFG. Alder Sitkiewitz indicated that an RFP should be sent out in 2016. Attorney Kathleen McDaniel is reviewing the proposed agreement.

The AFG representatives left the meeting at 5:23 p.m.

Alder Schema arrived at 5:20 p.m.

Moved by Sitkiewitz, seconded by Able, to approve the change to go with Associated Financial Group for 2015, subject to an approved services agreement by City Attorney McDaniel, and with the stipulation that RFPs be sent out for 2016. The motion carried by the following vote:

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

[14-2241](#)

Announcement of Cities and Villages Mutual Insurance Company's Bottom Line Club award.

Kathleen McDaniel announced that the City of Manitowoc received CVMIC's Bottom Line Club award due to low claims the past five years.

[14-2233](#)

Retiree insurance premium rates for 2015.

Rochelle Blindauer and Steve Corbeille explained how retiree plan rates are determined using a study done on post-employee health plans. For 2015, there is a 2% increase.

Moved by Able, seconded by Sitkiewitz, to approve the 2015 retiree premium rates as presented. The motion carried by the following vote:

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

[14-2244](#)

Filling of the vacant Community Service Worker position in the Police Department.

Rochelle Blindauer explained that the current Community Service Worker has been promoted to Patrol Officer. There is a possible internal candidate.

Moved by Able, seconded by Sitkiewitz, to approve filling the Community Service Worker position. The motion carried by the following vote:

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

[14-2333](#) Request to replace a vacant Wastewater Treatment Facility Operator due to a resignation.

Rochelle Blindauer explained that there is an opening for a Wastewater Treatment Facility Operator due to a separation.

Moved by McMeans, seconded by Schema, to approve filling the Wastewater Treatment Facility Operator. The motion carried by the following vote:

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

[14-2335](#) Request to replace a vacant Fleet Mechanic in the Public Infrastructure Department due to a resignation.

Rochelle Blindauer explained that there is an opening for a Fleet Mechanic due to a resignation. Alder Hennessey mentioned that exit interviews should be done.

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

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

[14-2232](#) Request from Jim Muenzenmeyer, Transit/Buildings and Grounds, to post, advertise, interview and hire a replacement for a vacant Custodian position.

Rochelle Blindauer explained that the employee that currently works in the Custodian position is the candidate for the Community Service Worker, creating an opening for a Custodian.

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

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

[14-2239](#) Request from Jim Muenzenmeyer, Transit/Buildings and Grounds, to hire an additional Limited Term Employee from Holiday House to clean the Transit transfer building.

Jim Muenzenmeyer explained that the City has had good experience with the Holiday House program. He is able to hire an employee to work two hours, three days a week, to clean Transit Transfer Station building.

Moved by McMeans, seconded by Schema, to approve hiring a Limited Term Employee from Holiday House to clean the Transit Transfer Station building. The motion carried by the following vote:

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

[14-2240](#) Revised job description for Associate Planner/Economic Development Expeditor within the Community Development Department.

Rochelle Blindauer submitted the revised Associate Planner/Economic Development Expeditor job description for approval. There were no major revisions. Duplicate information was removed. Nic Sparacio indicated his approval of the changes.

Nic Sparacio left the meeting.

Moved by Sitkiewitz, seconded by Able, to approve the revised job description as presented. The motion carried by the following vote:

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

[14-2234](#)

Request from Dan Koski, Public Infrastructure Director, to hire DPW retirees for seasonal snow removal at a higher wage rate than the current seasonal rate of \$16.00 per hour.

The consensus of the Committee was to table this item until the next meeting.

[14-2238](#)

Communication from the Teamsters requesting to negotiate a base wage agreement for 2015, for an across the board wage increase of 1.57% for DPW employees.

Rochelle Blindauer explained that a letter was received from the DPW Teamster representatives requesting a 1.57% wage increase for 2015 based on CPI. Dan Koski approached the Committee and explained that this request was from employees who were red-circled and will be receiving lump sum payments in 2015.

Moved by Able, seconded by McMeans to advise the union of the City's intent to maintain the comprehensive wage plan. The motion carried with the following vote:

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

[14-2243](#)

Discussion regarding request for pay increase from Municipal Court Judge Steve Olson.

Judge Olson addressed the Committee and asked for a compensation adjustment, since most employees received an adjustment this summer. He has received nothing since 2009. He submitted a letter showing that that progress of court caseloads has increased and referenced the Two Rivers Municipal Judge's compensation. The Committee discussed that the term ends in May 2016 and that adjustments have not previously been made mid-term. The consensus was to put this item on the agenda in one year in order to follow the election year cycle. Alder Schema questioned whether the City could develop a schedule for increases similar to the County. Judge Olson did make the Committee aware that when he was first appointed, he was a litigation lawyer and had several conflicts with his schedule requiring him to transition out of some cases. Kathleen McDaniel suggested that a four-year wage schedule be determined for the term similar to the Mayor's pay scale.

Alder Sladky arrived.

[14-2236](#)

Revised Performance Review form.

Rochelle Blindauer submitted a revised fill-in form and added a career planning session, career goals, current and new wage section. A few minor formatting edits should be made prior to finalization.

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

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

6. CONVENE IN CLOSED SESSION

[14-1750](#) Compensation Plan Wrap-up: Recommendations on Internal Equity.

[14-2242](#) Discussion of grievance filed by Police Department Employees, Law Enforcement Employee Relations, Division of the Wisconsin Professional Police Association.

[14-1753](#) Discussion of Police and Fire contract negotiations.

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:
14-1750.**

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, and Section 111.70 of the Wisconsin Statutes which authorizes the governmental body to convene in closed session for the purpose of collective bargaining. The specific subject matters that may be considered in closed session are: 14-2242 and 14-1753.

Moved by Able, seconded by Sitkiewitz, to convene in closed session at 5:56 p.m.
The motion carried by the following vote:

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

RECONVENE IN OPEN SESSION

Moved by Able, seconded by Sitkiewitz, to reconvene in open session. The motion carried by the following vote:

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

[14-1750](#) Compensation Plan Wrap-up: Recommendations on Internal Equity.

No action taken.

7. SCHEDULE NEXT MEETING

8. ADJOURNMENT

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

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

Submitted by Rochelle Blindauer, Human Resources Director.