



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

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Monday, December 8, 2014

5:00 PM

Council Chambers

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### 1. CALL TO ORDER

### 2. ROLL CALL

*Jim Muenzenmeyer, Dan Koski, Rochelle Blindauer, Kathleen McDaniel, Jane Rhode,  
Jessie Lillibridge*

**Present:** 4 - Able, Hennessey, Schema and Sitkiewitz

### 4. PUBLIC COMMENT

*None.*

### 5. 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.

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

*Alder Sitkiewitz requested that the Internal Equity Recommendation be removed from the Consent Agenda Items.*

- [14-2637](#) Approval of November 10 Personnel Committee Minutes.
- [14-2638](#) Review of legal fees billed out through Human Resources.
- [14-2639](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [14-2640](#) Report out on Health Plan Funding.
- [14-2641](#) Report out of Human Resources initiatives.
- [14-2642](#) Report out of City Attorney's Office initiatives.

[14-2644](#)

Internal Equity Final Recommendation.

## APPROVAL OF CONSENT AGENDA

*Alder Sitkiewitz stated there was an error on the Internal Equity memo regarding the number of Committee members who indicated approval.*

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

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

**6. DISCUSSION AND ACTION ITEMS**[14-2646](#)

Discuss filling vacant positions under hiring freeze.

*Rochelle Blindauer discussed having the approval for filling vacant positions go only to the Council, and possibly the Oversight Committee. Currently, it initially needs to be approved by Personnel which significantly prolongs the process. The consensus of the Committee was to recommend that vacancy fillings be approved by the Oversight Committee and Council only as long as the job description has not changed and that it is a budgeted position. Kathleen McDaniel suggested a new resolution be presented in January.*

Discuss HR discretion in hiring up to Step 3.

*Rochelle Blindauer presented the ability of the City to hire up to Step 3 of the Compensation Guidelines. Alder Able discussed whether it's prudent to hire new employees at higher wage of current employees. Alder Hennessey discussed other types of compensation, such as vacation. Discussion ensued on changes that could be made to the Compensation Guidelines. Rochelle wants to better understand her role in helping the managers in their hiring decisions.*

[14-2648](#)

Discuss Draft Volunteer Time Off Policy.

*A draft example of a Paid Volunteer Time Off policy was distributed. This policy would allow 4-8 hours per year that an employee could volunteer during work hours. There would need to be strict guidelines in order to be non-discriminatory. Alder Hennessey stated that it sends a good message about employees to community. Alder Able suggested compensating only 50% of time off to prevent misuse of the policy. The administrative process of the policy was discussed. Alder Hennessey stated that a policy should be developed for four hours per year and voted on in January.*

Integrating Police Supervisors to the Employee Policy Manual - PTO amendment.

*Rochelle Blindauer indicated that a resolution will be drafted to move the Police Captains up to step O and make the positions exempt. There will be no budget impact. The PTO schedule will remain the same with the holidays as described in the Employee Policy Manual. Discussion ensued on beginning this policy on December 29, 2014. The consensus was to implement this the first pay period of the year so it can be approved by Council, based on Kathleen McDaniel's recommendation. A brief discussion was held on how this will avoid further compression. Alder Hennessey asked if this could be demonstrated graphically for the Council.*

[14-2245](#)

Updated Employee Policy Manual.

*Rochelle Blindauer distributed a redlined version of the Employee Policy Manual showing that she consolidated all of the policies into the Manual, included the Compensation Plan, added the FMLA policy, added Police supervisor PTO schedule and several other small changes. All employees will need to sign a new acknowledgement stating that they've seen the new Manual. Alder Able indicated that elected officials need to sign some of the policies so they may need to have some stand-alone policies. Kathleen McDaniel discussed government emails and the possibility of conducting open records training for new public officials.*

**Moved by Sitkiewitz, seconded by Able, to approve the Employee Policy Manual subject to review by the City Attorney. The motion carried by the following vote:**

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

[14-2636](#)

Request to fill Police Department Deputy Chief position.

*Rochelle Blindauer requested approval to hire a Deputy Police Chief due to a retirement. Discussion ensued on the roles of the Police and Fire Commission, the Personnel Committee and the Common Council in the hiring for this position. The consensus was that the Police Chief recommends a candidate to the PFC, which will hire the candidate and the Council will determine salary and benefits. A brief discussion ensued on the budget for this process. A request was made for approval to hire at Step P of the Pay Plan and to follow the Compensation Guidelines.*

**Moved by Able, seconded by Sitkiewitz, to approve filling the Police Department Deputy Chief. The motion carried by the following vote:**

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

[14-2643](#)

Request from Jim Muenzenmeyer, Transit/Building and Grounds, to hire a part-time Transit Driver.

*Jim Muenzenmeyer requested approval to hire two part-time transit drivers. Act 10 has presented some issues due to the requirement that employees working more than 30 hours per week need to take the insurance plan if qualified. Kathleen McDaniel discussed the grandfathered employees in the Central States plan. Retention issues with this position along with training was discussed..*

**Moved by Able, seconded by Sitkiewitz, to approve hiring two part-time transit drivers. The motion carried by the following vote:**

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

## 7. CONVENE IN CLOSED SESSION

[14-2649](#)

Discuss pay scale for Police Chief.

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:  
14-2649 noted above.

**Moved by Schema, seconded by Sitkiewitz, to convene in closed session at 5:39 p.m. The motion carried by the following roll call vote:**

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

## RECONVENE IN OPEN SESSION

**Moved by McMeans, seconded by Sitkiewitz, to reconvene in open session at 5:45 p.m. The motion carried by the following vote:**

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

[14-2649](#)

Discuss pay scale for Police Chief.

*No action taken.*

## 8. ADJOURNMENT

**Moved by Schema, seconded by Sitkiewitz, to adjourn at 5:46 p.m. The motion carried by the following vote:**

**Aye:** 4 - Able, Hennessey, Schema and Sitkiewitz

*Submitted by Rochelle Blindauer, Human Resources Director*