



City of Manitowoc

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

Meeting Minutes - Final Personnel Committee

Monday, March 2, 2015

5:00 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

Rochelle Blindauer, Kathleen McDaniel, Steve Corbeille, Todd Blaser, Robert Barbier, Scott Luchterhand, Jim Muenzenmeyer, Dan Koski, Tony Dick, Jessie Lillibridge, Mike Nelson

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

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

APPROVAL OF CONSENT AGENDA

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

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

[15-227](#) Approval of February 3, 2015 Personnel Committee Minutes

[15-228](#) Review of legal fees billed out through Human Resources.

[15-229](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

[15-231](#) Report out of Human Resources Initiatives.

[15-232](#) Report out of City Attorney's Initiatives.

5. DISCUSSION AND ACTION ITEMS

[15-234](#) DPI Out-of-State Travel Request.

Jim Muenzenmeyer requested approval to attend two seminars in Minnesota. The seminars are complimentary and there will be no cost for travel or accommodations since he will be staying with family.

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

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

[15-240](#)

Fire Department Out-of-State Travel Requests.

Todd Blaser indicated that he was requesting approval for two employees to attend a conference in Indianapolis for personal and professional enrichment. He stated that this will be a good opportunity that will help in the future. There is no cost as the employees will be assisting with some of the training.

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

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

[15-137](#)

Wages for Non-Pay Plan Employees.

Rochelle Blindauer stated that she has done some research on seasonal employee pay rates at other municipalities and on NeoGov and has made minor changes to the seasonal pay rate plan for Manitowoc. The Engineering Intern position was also added with the expectation that it will help to retain employees from year to year. This position does have more responsibilities than a general labor. Alder Sitkiewitz asked how many 5th year returns there are. Alder Able requested a full job description for the Engineering intern position to ensure the position requires an engineering student. Alder McMeans questioned the difference between Aquatic Center managers and assistant managers and the golf and archery rates. Alder Able also asked about job descriptions for seasonal positions.

Moved by McMeans, seconded by Sitkiewitz, that the revised seasonal rates be approved contingent upon receiving the job description for the Engineering Intern. The motion carried by the following vote:

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

Wages for crossing guards were discussed. Alder Able indicated that this issue was discussed in detail by the entire Council several years ago. These positions were not included in the pay plan, and therefore, when performance reviews were done, employees questioned why they were being reviewed in the same manner as employees on the 12-step compensation plan. Discussion ensued on the possibility of privatizing this position. RWAM guards were also discussed along with whether there is a budget at the RWAM to increase wages. The consensus was to bring the crossing guard issue back to the agenda prior to the next school year and to discuss the RWAM guard rates after discussion with the RWAM Director.

[15-239](#)

Seasonal Employment Policy Revision.

A revised Seasonal Employment Policy Revision was presented with minor changes, related mostly to the electronic application process.

A motion was made by Able, seconded by Schema, to approve the revised Policy. The motion carried by the following vote:

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

[15-180](#)

Communication from Police Chief Dick requesting to create a Deputy Chief of Administrative Support.

Tony Dick discussed the need for this position due to a retirement a few years ago. It has not yet been filled because of the need to fill other positions. Carlson Dettman priced out the Chief of Administrative Support at a Grade O on the compensation plan, which is the same pay as a Captain, but at 2,080 hours, therefore the pay would be more than a Captain. The current Deputy Police Chief would remain at Grade P. Discussion ensued on changing the titles to Assistant Chief and Deputy Chief of Administration. The Assistant Chief would supercede the Deputy Chief on the organizational chart. In developing the job descriptions for each position, Tony took some functions from the Community Policing Lieutenant position. This change to the organizational chart would be a \$10,000 increase in budget. Discussion ensued on how this would be funded in the future. Alder Able recommended that it be made very clear how these position would be ranked.

Moved by Schema, seconded by Able, to approve creation of a Deputy Chief of Administrative Support position and to change the current Deputy Chief position to Assistant Chief. The motion carried by the following vote:

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

[15-241](#)

PTO for Police Supervisors.

Rochelle Blindauer discussed that, during the transition of the Police Supervisors to the Policy Manual, overtime for Police Supervisors' holidays was not included into PTO. Several options were investigated. The consensus was to add two days to the schedule.

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

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

[15-235](#)

Employee Policy Manual Updates.

Rochelle Blindauer indicated that the Volunteer PTO Policy was now included along with several other minor changes.

Moved by Able, seconded by Schema, to approve the changes to the Employee Policy Manual. The motion carried by the following vote:

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

[15-236](#)

DPW Prohibited Practices Complaint.

Kathleen McDaniel indicated that the DPW Teamsters union filed a prohibited practices complaint alleging that the City refused to enter into a base wage contract and additionally did not produce employee information in a timely manner. The concern is that the requested CPI increase would not allow the employees to receive the step increase because it would put them over the CPI increase cap. Kathleen is currently in discussions with the mediator and hopes to settle the issue without a formal mediation session.

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:

15-233

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.

The specific subject matter that may be considered in closed session is:

15-238

A motion was made by Sitkiewitz, seconded by Able, to convene in closed session at 5:42 p.m. The motion carried by the following vote:

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

[15-233](#) Interim Pay - Deputy Police Chief.

[15-238](#) Smoking Surcharge Grievance.

(Closed Session portion of Minutes have been redacted.)

7. RECONVENE IN OPEN SESSION

A motion was made by Able, seconded by Sitkiewitz, to reconvene in open session at 6:10 p.m. The motion carried by the following vote:

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

[15-233](#) Interim Pay - Deputy Police Chief.

A motion was made by McMeans, seconded by Able, to approve a 3% interim pay increase from January 1, 2015 until the Deputy Chief was appointed as recommended by the HR Director. The motion carried by the following vote:

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

[15-238](#)

Smoking Surcharge Grievance.

8. SCHEDULE NEXT MEETING

9. ADJOURNMENT

A motion was made by McMeans, seconded by Able, to adjourn at 6:13 p.m. The motion carried by the following vote:

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

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 920-686-6950. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.