



# City of Manitowoc

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

## Meeting Minutes - Final Personnel Committee

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Tuesday, September 8, 2015

5:00 PM

Council Chambers

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Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

### 1. CALL TO ORDER

*The meeting was called to order at 5:00 p.m.*

### 2. ROLL CALL

*Rochelle Blindauer, Kathleen McDaniel, Todd Blaser, Steve Corbeille, Dan Koski, Brian Helminger, Jay Scott, Shawn Esslinger, Attorney Timothy Hawks, Scott Moran, Jeremy Wagner, Karen Dorow, Jessie Lillibridge*

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

**Absent:** 1 - Sladky

### 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.**

[15-922](#)

Approval of August 17, 2015 Personnel Committee Minutes.

- [15-923](#) Review of legal fees billed out through Human Resources.
- [15-924](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.
- [15-925](#) Report out on Health Plan Funding.
- [15-926](#) Report out of Human Resources Initiatives.
- [15-927](#) Report out of City Attorney's Initiatives.

### Approval of the Consent Agenda

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

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

### 5. DISCUSSION AND ACTION ITEMS

- [15-906](#) WWTF Out-of-State Travel Request - Water Environment Federation Expo.
- Brian Helminger explained that he and Mike Jaeger would be sharing a ride with a vendor bus to go to Chicago for the WEFTEC Conference, to observe water-to-heat exchangers that the WWTF will be upgrading in the near future.*

**Moved by Brandel, seconded by McMeans, to approve the travel request for the WWTF as presented. The motion carried by the following vote:**

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

*B. Helminger left the meeting at 5:03 p.m.*

- [15-905](#) Attorney Out-of-State Travel Request - IMLA Annual Conference.
- Attorney McDaniel explained that the IMLA Conference will be held in Las Vegas in October. For an additional \$150, this conference includes the Institute for Local Government Lawyers, which Attorney McDaniel feels will benefit her. Alder Brandel asked how Attorney McDaniel would be sharing the information received with other departments, to which she replied that she would be able to download information from the conference that she can share with impacted departments.*

**Moved by Able, seconded by Brandel, to approve the City Attorney's travel request as presented. The motion carried by the following vote:**

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

- [15-932](#) DPI Out-of-State Travel Request for Faster Conference.

*Dan Koski explained that the Faster conference in Virginia would assist his employees in administering the FASTER software, which manages the parts and maintenance for the*

entire fleet for the City. DPI would like to implement an inventory scanning system to streamline the current system. Alder Brandel questioned whether there are any parts of the software that the City is not using, to which D. Koski responded that there are and that is one of the reasons for the conference. Alder Hennessey expressed concern at the timing of the request and whether affordable airfare costs would be able to be secured.

**Moved by Able, seconded by McMeans, to approve the DPI travel request as presented. The motion carried by the following vote:**

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

[15-933](#)

Approval to Hire a Holiday House Candidate for Custodial Work at the Streets & Sanitation/Parks & Cemetery Building.

*Dan Koski explained that the DPW currently uses a cleaning service that they would like to discontinue and instead hire someone from the Holiday House. There will be no impact to the budget with this decision. Alder Brandel questioned whether there was currently a contract that the City would need to get out of, to which D. Koski indicated they were paying month-to-month.*

**Moved by McMeans, seconded by Able, to approve the request to hire an employee from the Holiday House. The motion carried by the following vote:**

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

[15-936](#)

Discussion regarding Prosecution Services.

*This item was not discussed.*

[15-850](#)

Resolution granting HR Director and Department Head flexibility for increased PTO level.

*This item was not discussed.*

## 6. CONVENE IN CLOSED SESSION

**A motion was made by Brandel, seconded by Able, to convene in closed session at 5:11 p.m. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Able, McMeans 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)(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:**

[15-492](#)

Police Grievance Update.

[15-901](#)

Fire Grievance Hearing.

[15-899](#)

Recommendation on Insurance Third Party Administrator.

[15-898](#) Recommendation on Partnership for Clinic.

**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:**

[15-917](#) Extension of Leave of Absence Request for Police Department Employee.

*Alder Sladky arrived at 5:15 p.m.*

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

## 7. RECONVENE IN OPEN SESSION

**A motion was made by Able, seconded by Brandel, to reconvene in open session at 6:37 p.m. The motion carried by the following vote:**

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

[15-917](#) Extension of Leave of Absence Request for Police Department Employee.

**Moved by Brandel, seconded by Able, to approve the extension of the leave of absence for the Police Department employee for a one-month period. The motion carried by the following vote:**

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

[15-492](#) Police Grievance Update.

[15-901](#) Fire Grievance Hearing.

*Alder Able stated that the Committee wants to be consistent with past practice and has asked for detailed information to go to the Fire Department.*

**Moved by Able, seconded by McMeans, that the grievance be denied. The motion carried by the following vote:**

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

**Nay:** 1 - Sladky

[15-899](#) Recommendation on Insurance Third Party Administrator.

[15-898](#) Recommendation on Partnership for Clinic.

*Chair Hennessey indicated that the agenda items concerning the insurance TPA and the partnership for clinic were not discussed due to time restraints. She called for an additional meeting to be scheduled on Thursday, September 17 at 5:00 p.m. and invited the entire Council to attend.*

## **8. ADJOURNMENT**

**A motion was made by Sladky, seconded by Able, to adjourn at 6:41 p.m. The motion carried by the following vote:**

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

*Submitted by Rochelle Blindauer, Human Resources Director.*