

PERSONNEL COMMITTEE MINUTES

Monday, December 13, 2010

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room at City Hall, 900 Quay Street, Manitowoc, Wisconsin on December 13, 2010 at 5:00 p.m. Members present were Chair Chris Able, Alderpersons Olson, McMeans, Hennessey and Schema. Other Alders present were Sladky and Soeldner. Others present were Municipal Court Judge Olson, City Attorney Julie Ruenzel, Director of Public Works/City Engineer Val Mellon, Police Chief Tony Dick, Greg Minikel, Kevin Glaeser, Michael Huck, Randy Junk, Denise Larson, Derek Muench, Jeremy Crees, Allen Boruch, Charlie Mathews and Deb Geiger, Human Resources & Safety Coordinator.

1. The meeting was called to order at 5:03 p.m.
2. Approval of the November 22, 2010 Personnel Committee Minutes. A motion was made by Alder McMeans and was seconded by Alder Olson 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.

Mayor Nickels arrived at the meeting at 5:05 p.m.

4. Discussion and possible action regarding a request to fill the vacant Confidential Legal Secretary position. City Attorney Julie Ruenzel presented the request to fill the position of Confidential Legal Secretary which was funded in the 2011 budget. Alder McMeans made a motion which was seconded by Alder Hennessey to approve filling of the vacant Confidential Legal Secretary Position. During the discussion it was agreed the person filling the position would preferably have a Paralegal Associate Degree. All members voted in favor of the motion. That vote being 5 – 0.
5. Discussion and possible action regarding Resolution #606 concerning vehicle take home policy. A motion was made by Alder Hennessey to place Resolution #606 on file. The motion was seconded by Alder Schema. Following a brief discussion, Alder Hennessey amended the motion to remove placing on file and to revisit the issue at the next Personnel Committee meeting following recommendations by the affected Department Heads. Alder Schema seconded the revised motion. All members voted in favor of the motion. That vote being 5 – 0.
6. Discussion and possible action regarding Resolution #607 concerning vehicle allowances for the Mayor and Director of Public Works/City Engineer. A motion was made by Alder McMeans and was seconded by Alder Olson to place

Resolution #607 on file. All members voted in favor of the motion. That vote being 5 – 0.

7. Discussion and possible action regarding Resolution #620 concerning appointment of a Parks & Recreation Director. A motion was made by Alder Hennessey and was seconded by Alder Olson to place Resolution #620 on file. All members voted in favor of the motion. That vote being 5 – 0.
8. Discussion and possible action regarding Resolution #648 concerning the filling of vacant positions. Alder Soeldner presented the draft resolution which would require approval of 2/3 of the Common Council or Committee of the Whole to fill vacant positions. The resolution would include filling seasonal vacancies. There was no action taken at this time.
9. Discussion and possible action related to the six month delay in filling the Director of Human Resources/Risk Manager position. The position is funded beginning July 1, 2011.

Alder Brey arrived at the meeting at 6:07 p.m.

In the interim, it was determined that the Personnel Committee, along with legal counsel, would meet with the unions to discuss concessions. A special meeting of the Personnel Committee would be called to meet with and determine which legal counsel would represent the City. Funding availability would also be discussed at that meeting. It was determined the position description would be reviewed at the next regularly scheduled Personnel Committee meeting. A motion was made by Alder Able to direct the Mayor to invite represented groups, department heads, and assistant department heads to formally or informally meet before January 11, 2011 with the Personnel Committee, Mayor, and City's representation to discuss ways to realize savings related to personnel costs and budgeting for personnel in the 2011 budget. The motion was seconded by Alder Olson. Following a brief discussion, Alder Able made an amendment to the motion to remove the word "informally" from the motion. Alder Olson seconded the amended motion. Alder Able then made an additional amendment changing the date from "January 11, 2011" to "January 7, 2011". This amended motion was seconded by Alder Olson as well. All members voted in favor of the motion. That vote being 5 – 0.

10. Discussion and possible action regarding the pay rate for the Municipal Judge. Judge Olson presented his request withdrawing the earlier request for an additional 3% increase effective January 1, 2010. Alder Hennessey made a motion to recommend to the Common Council an increase in the salary for the Municipal Judge by 1.5% effective July 1, 2009 for parity with the non-represented staff. Alder Olson seconded the motion. All members voted in favor of the motion. That vote being 5 – 0.

Alder Kadow arrived at 6:50 p.m.

11. Discussion and possible action regarding the Department of Public Works divisions; organizations, duties and staffing. Val Mellon, Director of Public Works/City Engineer provided the presentation with assistance from DPW Business Manager Mike Huck, Fleet Manager Kevin Glaeser and DPW Operations Manager Randy Junk. No action was taken.
12. Items as requested by the Finance Committee Chair.
 - A) Discussion and possible action on bargaining units' response to a request for voluntary concessions discussions. No action taken.
 - B) Discussion and possible action on select bargaining units' interest in the Health, Dental, Vision and Wellness Plan. No action taken.
 - C) Discussion and possible action granting early retirements and policies associated with such action. The Personnel & Safety Coordinator was asked to calculate early retirement scenarios for the next Personnel Committee meeting. No action was taken.
 - D) Discussion and possible action regarding furlough days for non-represented employees. Alder McMeans noted that 5 furlough days would represent a 2% wage decrease for non-represented employees. Alder McMeans made a motion to commence with five furlough days each for non-represented employees if cost reductions of \$991,000 are not attained by January 31, 2011. The motion was withdrawn to allow for future discussion at the next Personnel Committee meeting.
13. Convene in closed session. At 8:09 p.m. a motion was made by Alder Hennessey and was seconded by Alder Olson to convene in closed session. All members present were in favor of the motion by a role call vote.

CLOSED SESSION

14. Discussion of bargaining strategies as it relates to a Legal Opinion of December 2, 2010.
15. Reconvene in open session. At 8:30 p.m. a motion to reconvene in open session was made by Alder McMeans. The motion was seconded by Alder Hennessey. All members present voted in favor of the motion by role call vote.

OPEN SESSION

16. Schedule future meeting. The next regular meeting of the Personnel Committee was scheduled for January 11, 2011 at 5:00 p.m.

17. Adjourn. At 8:40 p.m. a motion was made by Alder Olson and was seconded by Alder Hennessey 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