

## PERSONNEL COMMITTEE MINUTES

**Monday, August 8, 2011**

The Personnel Committee of the City of Manitowoc met in the Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin on August 8, 2011 at 5:15 p.m. Members present were Chair Chris Able, Alderpersons McMeans, Hennessey, and Schema. Alder Thennes was absent. Others present were Mayor Nickels, Alder Brey, Denise Larson, Val Mellon, Kevin Glaeser, Randy Junk, Amy Fricke-Weigel, Judge Olson, Derek Muench, Billy Hutterer, Mark Zucchi and Deb Geiger, HR & Safety Coordinator.

1. The meeting was called to order at 5:15 p.m.
2. Public Input. None.
3. Discussion and possible approval of minutes of previous Personnel Committee meetings. Alder Hennessey made a motion to approve the minutes as drafted for the meetings of June 13, July 11, and July 25, 2011. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 4-0.
4. Update on expenses regarding legal counsel for union negotiations. Deb Geiger presented the July 2011 invoice along with a year-to-date accounting of expenses.
5. Discussion and possible recommendation regarding the recall of laid off DPW personnel. Val Mellon presented.

Alder McMeans left the meeting at 5:45 p.m.

A motion was made by Alder Able to recommend Common Council approval of the recall of five DPW employees effective August 22, 2011. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.

6. Discussion regarding the recall process to be used in the event of a recall of laid off DPW Personnel. A motion was made by Alder Hennessey to recall one mechanic and four streets laborers for the five positions referenced in the action in number 5 above. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.
7. Discussion and possible recommendation regarding a request by the Police Chief to fill a vacant Clerk Typist III position at the Police Department. This agenda item was not addressed.
8. Discussion and possible action regarding a request to carry-over unused vacation time by the Recreation and Senior Center Manager. Val Mellon presented the

request to carry-over 22 hours of vacation through October for Denise Larson. Alder Hennessey made a motion which was seconded by Alder Schema to approve the request. All members present voted in favor of the motion. That vote being 3-0.

9. Discussion and possible action regarding a request by Judge Olson to hire a seasonal employee who is a City retiree to cover the position of Municipal Court Clerk during extended absences and authorize an associated pay rate. Judge Olson presented the request. \$500.00 had been budgeted for the year 2011 for the purpose of coverage in the Municipal Court Clerk office during extended absences. Judge Olson requested that he be allowed to use Joyce Rolland at a rate of \$15.00 per hour to partially cover absences of one week or more by the current Municipal Court Clerk. Eventually, following appropriate training, these absences would be covered by the City Clerk's office in the future.

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

A motion was made by Alder Hennessey to recommend approval of Judge Olson's request to utilize the services of Joyce Rolland at a rate of \$15.00 per hour on an intermittent basis during extended absences by the current Municipal Court Clerk. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.

10. Discussion and possible recommendation regarding adding arborist duties to the Parks Worker II position description. Val Mellon presented the request for modification to the Parks Worker II position description to include qualifications and duties of Arborist. The financing for filling the vacant position was approved in the 2011 budget process. Alder Hennessey made a motion to recommend approval of the position description as revised. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.
11. Discussion and possible recommendation regarding updated position descriptions for the Fleet Manager and DPW Business Manager. Val Mellon presented a request to change the Fleet Manager/Parks Manager position description to accurately reflect the duties of the position. Alder Hennessey made a motion to recommend approval of the revised position description for the Fleet Manager/Parks Manager. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.
12. Discussion and possible action regarding the Interim Director of the Rahr-West Art Museum status and compensation following the hiring of a Director. Alder Hennessey made a motion to recommend the Common Council return the Interim Director to his former position of Assistant Director and former rate of pay, at the time a new Director occupies the position of RWAM Director. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.

### Convene in Closed Session

A motion was made by Alder Hennessey and was seconded by Alder Schema to convene in closed session. Schema, Hennessey and Able voted in favor by roll call vote to convene in closed session. None were opposed. The Committee convened in closed session at 6:25 p.m.

13. Discussion and possible recommendation regarding the compensation of a Rahr-West Art Museum Director. Amy Fricke-Weigel, RWAM Board President presented the request to offer the position of RWAM Director at a step three of classification 12 of the Performance Based Compensation Schedule. Alder Hennessey made a motion to recommend to the Committee of the Whole hiring a RWAM Director at the third step of the salary schedule subject to the Human Resources hiring process. Alder Schema seconded the motion. All members present voted in favor of the motion. That vote being 3-0.
14. Discussion regarding strategy of Teamsters Transit union contract negotiations. Deb Geiger and Derek Muench presented proposal options and strategies under consideration for contract negotiations. Mayor Nickels and/or Susan Love will be the lead negotiator for the City. Outside counsel will be used minimally during the process.
15. Discussion and possible recommendation regarding Finance Department re-organization relative to job performance, qualifications and compensation. There was discussion only. No action was taken in closed session.
16. Discussion and possible recommendation regarding compensation of non-represented employees affected by increased responsibilities. There was discussion only. No action was taken in closed session.

### Reconvene in Open Session

A motion was made by Alder Hennessey to reconvene in open session. The motion was seconded by Alder Schema. All members present voted by roll call vote to reconvene in open session. The Committee reconvened in open session.

17. Discussion and possible recommendation regarding closed session items. A motion was made by Alder Hennessey and was seconded by Alder Schema to authorize the Mayor to utilize the DPW Business Manager in any means necessary in the Finance Department. All members present voted in favor of the motion. That vote being 3-0.
15. Schedule the next Personnel Committee meeting. It was agreed by consensus the next regular meeting would be held on September 12, 2011 at 5:15 p.m.

13. Adjourn. A motion was made by Alder Hennessey and was seconded by Alder Schema to adjourn the meeting. All members present voted in favor of the motion. That vote being 3-0. The meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Debra Geiger  
Human Resources & Safety Coordinator