

**JOINT PERSONNEL COMMITTEE &
STREETS AND SANITATION COMMITTEE
MEETING MINUTES**

*December 10, 2012
7:11 p.m.*

MEMBERS PRESENT

Dave Soeldner
Jason Sladky
Jim Brey
Allan Schema
Tyler Martell
Chris Able
Jill Hennessey
Scott McMeans

STAFF PRESENT

Greg Minikel
Karen Dorow
Denise Larson
Jim Muenzenmeyer
Mayor Justin Nickels

OTHERS

Mike Check

MEMBERS ABSENT

Eric Sitkiewitz

Discussion and possible action on changes to the Department of Public Works organizational structure

D. Soeldner provided copies of the new proposed organizational structure chart that was previously approved at the Personnel Committee. A few changes were addressed.

J. Hennessey made a motion to approve the proposed Organizational Structure. J. Sladky seconded the motion.

J. Brey recommended that Buildings and Grounds was also part of the organizational chart. J. Hennessey said that this should be included in the new structure as part of the Transit Division.

It was decided by the Committees to put Buildings and Grounds with the Transit Division/Manager.

The new organizational structure consists of different divisions with Team Leader positions under the divisions.

S. McMeans made a motion to change the title from Public Works Director to Public Infrastructure to encompass more of the job. J. Sladky seconded the motion.

Motion carried 6-2 (Ayes: J. Hennessey, S. McMeans, C. Able, J. Sladky, T. Martell, D. Soeldner; Nays: J. Brey and A. Schema).

C. Able expressed his concerns with the amount of staffing and work loads that now are under the Operations Team Leader. D. Soeldner reported that the Assistant Team Leader would be a supervisory position. Chris also felt that the Zoo should not be under the Operations Department as this

department already has several different groups and tasks.

J. Brey made a motion to amend the Organizational Chart to allow for two (2) Operation Assistants to the new Organization Chart. A. Schema seconded the motion.

Allan Schema didn't feel the person for the Assistant Team Leader position was quite ready at this time to be in that position. He is more comfortable with 2 Assistant Operators.

C. Able thanked J. Brey for recommending as this addresses concerns for the oversight along with supervisory and laborer responsibilities.

J. Hennessey said that 3 managers overseeing a crew of 17 is too top heavy. G. Minikel said the laborers are now at 25. J. Hennessey still thinks this would be over-managing and believes the qualifications of the 2 managers would be sufficient.

J. Brey would like to see bringing people back in the future.

J. Sladky said that a working foreman sometimes creates an awkward position with never knowing who is in charge. Providing a direct title should resolve any issues on who is in charge of the jobs/job site.

S. McMeans is in support of the Organizational Chart and in order to run efficiently, we need to restructure. He would like to see any savings from this re-organization to be put into a contingency fund that would be available for future expenses or variables.

The Motion to allow for 2 Operation Assistants failed 5-3 (Ayes: J. Brey, A. Schema, C. Able; Nays: J. Hennessey, S. McMeans, D. Soeldner, J. Sladky, T. Martell).

J. Brey said a final vote will be taken at the next Common Council meeting.

D. Soeldner referred back to original motion to approve the Organizational Structure to include the following changes.

Change Transit Position to Transit/Building and Grounds Division
Change the Director of Public Works to Director of Public
Infrastructure

Motion carried 5-3 (Ayes: D. Soeldner, J. Sladky, J. Hennessey, S. McMeans, T. Martell; Nays: J. Brey, C. Able, A. Schema).

CONVENE IN CLOSED SESSION

C. Able made a motion to convene to closed session. J. Sladky seconded

the motion. J. Brey voted no to convene to closed session.

Discussion and possible action on staffing within the Department of Public Works organizational structure

RECONVENE IN OPEN SESSION

Discussion and possible action on the Department of Public Works organizational structure

J. Sladky made a motion to insert staff names into the new organizational structure. J. Hennessey seconded the motion.

Engineering Division

Engineering Team Leader: Greg Minikel
Staff will remain the same

Operations Division

Operations Team Leader: Kevin Glaeser
Operations Assistant: Chad Scheinoha
Staff will remain the same

Recreation Division

Recreation Team Leader: Denise Larson
Staff will remain the same

Transit/Buildings & Grounds Division

Transit Team Leader: Jim Muenzenmeyer
Staff will remain the same

J. Brey said he will not support the reorganization structure. He said the reason is because Randy Junk is not part of the structure.

J. Hennessey said that she will support the structure and these decisions are not easy to make; However, the Council has a responsibility to make these decisions and reorganize as necessary. She said that there are too many managers and a tough decision needed to be made, it has nothing to do with anyone personally.

S. McMeans said he echos what Jill Hennessey said. It is necessary to reduce the management staff as there was a previous reduction in staffing of the division.

J. Sladky said he supports the Organizational Structure and is not trying to purposely put someone out of a job. This Council needs to move the City forward and this is part of the process.

S. McMeans would like to see any cost savings to stay in the Operations Budget for future expenses.

Motion carried 5-3 (Ayes: D. Soeldner, J. Sladky, J. Hennessey, S. McMeans, T. Martell; Nays: J. Brey, C. Able, A. Schema).

Discussion and possible action on appointing an Interim Director of Public Works

J. Hennessey made a motion to offer G. Minikel the position of Interim Director of Public Infrastructure with a 5 percent pay increase. A. Schema seconded the motion.

J. Hennessey said their intention is to begin recruiting as soon as possible and doesn't foresee the position being open for any great length of time.

J. Sladky verified that G. Minikel is interested in taking on the responsibilities of the Interim position. G. Minikel agreed to the position.

D. Soeldner suggested delegating any future meetings to allow for flexibility in his schedule. G. Minikel said that he will need to decide which meetings will be necessary. The Bay Lakes Plan Commission was passed down from the Mayor to the Director of Public Works.

J. Brey said he would support an hour of comp time for delegation of meetings to be attended by appropriate staff.

J. Sladky agrees with J. Brey that there are too many meetings attended by the Director as there typically is staff attending many of the meetings. This will be re-visited in the near future.

C. Able entrusts the Interim Director to make these decisions as they see fit.

Motion carried unanimously, no further discussion.

A Resolution will be presented at Council.

Discussion and possible action on the Director of Public Works Job Title and Description

S. McMeans made a motion to amend the Director of Public Works Title to Director of Public Infrastructure. A. Schema seconded the motion.

J. Hennessey questioned when the redlining of the Director's job description was done. K. Dorow said that this was done before Val Mellon resigned from her position. Jill said that looking through the description, everything looked fine.

J. Hennessey made a motion to approve the Director of Public Works job description. T. Martell seconded the motion.

D. Soeldner recommended changing the paragraph that describes attendance

of meetings to include appropriate department representation. The Director should be responsible for creating the on-call schedule, and does not necessarily need to be part of the on-call duty. C. Able agreed with D. Soeldner.

Allan Schema said the on-call list has now been reduced. J. Sladky said that he is comfortable with coordinating and possibly expanding the pool of on-call staff. J. Hennessey recommended developing and appropriately staffing the on-call schedule should be added to the Director of Public Infrastructure job description.

D. Soeldner also recommended adding to the description to obtain a Registered Professional Engineer License within Wisconsin within 6 months of hire.

The area of the job description which talks about the Supervisory responsibilities of the position should include all changed job titles or a copy of the new organizational chart should be attached to the job description.

G. Minikel said since May the City Engineering was part of the on-call duty. J. Sladky said that he wanted the appropriate staff to be responsible for the on-call duty rotation. We have the staff and should utilize them for call rotation.

D. Soeldner recommended discussing at a near future meeting.

J. Hennessey suggested that the Interim Director of Public Infrastructure should make a recommendation of on-call duty personnel and the appropriate staffing for duty.

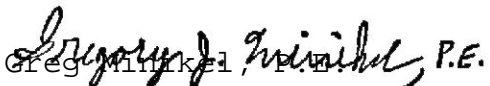
Motion carried unanimously.

C. Able said the next step is to allow the City Attorney to look through the job description. Advertising can start right away as soon as the job descriptions are approved.

No further discussion.

J. Brey made a motion to adjourn the meeting at 7:10.

J. Sladky seconded the motion.


Gregory J. Minikel, P.E.
Interim Director of Public
Infrastructure