



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, March 14, 2016

5:00 PM

Council Chambers

1. CALL TO ORDER

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

2. ROLL CALL

Rochelle Blindauer, Kathleen McDaniel, Nick Reimer, Dan Koski, Todd Blaser, Chad Scheinoha, Karen Dorow, Attorney Tim Hawks, Scott Moran, Jeremy Wagner, Greg Wuensch, Dan Behnke, Bryan Marshall, Larry Reimer, Gene Reilly, Derek Naibert, Kerry and Sue Krajnek, Jason Richardson, Mike Sgarioto, Eric Bauer, Brad Busse, Tony Weisner, Dave Schultz, Lee Gauthier, Luke Hennessey, Jeff Shimek, Jane Rhode, Marcus Nesemann (HTR).

Present: 3 - Hennessey, Able and Brandel

Absent: 2 - McMeans and 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.

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

Approval of the Consent Agenda

Moved by Brandel, seconded by Able, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

[16-0189](#)

Approval of February 1, 2016 Personnel Committee and Joint Personnel and

Safety Committee Minutes.

[16-190](#) Review of legal fees billed out through Human Resources.

[16-191](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

[16-192](#) Report out on Health Plan Funding.

[16-194](#) Report out of Human Resources Initiatives.

[16-193](#) Report out of City Attorney's Initiatives.

Approval of the Consent Agenda

Moved by Brandel, seconded by Able, to accept the Consent Agenda Items and place on file. The motion carried by the following vote:

Aye: 3 - Hennessey, Able and Brandel

5. CONVENE IN CLOSED SESSION

A motion was made by Able, seconded by Brandel, to convene in closed session. The motion carried by the following roll call vote:

Aye: 3 - Hennessey, Able 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:

[16-0172](#) Firefighters' Grievance - Captain Acting Pay.

(Closed Session portion of the Minutes has been redacted.)

Alders Sladky and Sitkiewitz arrived during the closed session.

Present: 4 - Hennessey, Able, Sladky and Brandel

Absent: 1 - McMeans

6. RECESS FROM CLOSED SESSION

A motion was made by Able, seconded by Sladky, to recess from closed session. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

[16-0172](#) Firefighters' Grievance - Captain Acting Pay.

Moved by Able, seconded by Brandel, to deny the grievance. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

7. DISCUSSION AND ACTION ITEMS

16-196

Police Department out-of-state travel request - New World Training.

Police Chief Reimer addressed the committee and explained his request. This training is specific for decision makers and involves their records management system.

Moved by Sladky, seconded by Able, to approve the request. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

16-0035

Discuss inequities between Streets and Parks Divisions' wages.

Dan Koski addressed the committee and explained that following the compensation analysis with Carlson Dettmann, DPW and Parks employees ended up being paid differently on the same pay scale. After further discussions and analysis with Carlson Dettmann, Rochelle Blindauer reported that they recommend having both positions combined as one position with a new grade.

Greg Wuensch addressed the committee and summarized the historical inequities, insurance issues and the effects of Act 10 in 2010. He stressed equal pay for equal work.

No one else spoke.

8. CONVENE BACK INTO CLOSED SESSION FROM RECESS

A motion was made by Able, seconded by Brandel, to convene in closed session. The motion carried by the following roll call vote:

Aye: 4 - Hennessey, Able, Sladky 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)(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:

16-0035

Discuss inequities between Streets and Parks Divisions' wages.

(Closed Session portion of the Minutes has been redacted.)

Mayor Nickels arrived at 6:00 p.m. during the closed session.

9. RECONVENE IN OPEN SESSION

A motion was made by Able, seconded by Brandel, to reconvene in open session. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

10. DISCUSSION AND ACTION ITEMS

16-0035

Discuss inequities between Streets and Parks Divisions' wages.

Alder Able addressed the situation and explained its inconsistencies with the Council's mission of wanting to be consistent for all positions and at which time the entire pay scale is re-evaluated, the decision for reclassification will be supported.

Moved by Sladky, seconded by Able, to place this on file. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

15-1253

Shift Premiums for Street Sweepers.

Dan Koski and Rochelle Blindauer discussed the dynamics of the street sweeping position for the months of April through October, as well as the hours and shifts involved. Alder Able questioned having the premium for the entire shift.

Moved by Able, seconded by Brandel, to approve the the shift premium for street sweeper positions. The motion carried by the following vote:

Aye: 3 - Hennessey, Able and Brandel

Nay: 1 - Sladky

16-0110

Seasonal Hiring Policy and Rates.

R. Blindauer explained the seasonal hiring policy and pointed out the main changes are the addition of an HR intern, which is fully funded in HR's 2016 budget (30-40 hours per week for 12 weeks up to the budgeted amount), and the DPW Administrative Assistant's wage increase to \$10.00 per hour due to the need for a higher skill level of work.

Committee discussed the concept, use and value of interns and the need for seasonal vs. year-round part-time employment.

Moved by Brandel, seconded by Able, to recommend approval of the recommended Seasonal Hiring Policy and pay roster, and approval of the new HR Intern position. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

[16-0180](#) Addition of Short-Term Disability policy language into Employee Policy Manual.

Moved by Brandel, seconded by Sladky, to recommend approval of the addition of the Short-Term Disability Policy language into the Employee Policy Manual. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

[16-0187](#) Request to fill Streets Laborer position due to an upcoming retirement.

Moved by Able, seconded by Brandel, to recommend approval of filling the vacant Streets Laborer position. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

[16-0039](#) Discuss FLSA concerns and disabling email for non-exempt employees.

Rochelle Blindauer explained her FLSA concerns with non-exempt employees working late and working through lunch hours, on their own time, and not being compensated for extra time worked. Discussion ensued about having IT remove web email for all non-exempt employees, going to a time clock system to ensure accurate time logs for non-exempt employees.

City Attorney McDaniel explained concerns of non-exempt employees working off the clock and the potential legal risks.

It was the consensus of the committee to have Rochelle Blindauer discuss further with IT.

11. ADJOURNMENT

A motion was made by Able, seconded by Brandel, to adjourn at 7:04 p.m. The motion carried by the following vote:

Aye: 4 - Hennessey, Able, Sladky and Brandel

Submitted by Rochelle Blindauer, Human Resources Director.