

**MINUTES**  
**PERSONNEL COMMITTEE**

Tuesday, October 22, 2013

City Hall, Room 207

5:30 p.m.

Members Present: Vice Chair Amy Kocha, Ald. Tom DeWane, Ald. Tom Sladek

Members Excused: Ald. Andy Nicholson

Others Present: Ald. Steuer, Director Boland, Director Foeller, Director Strong, Director Grenier, City Attorney Wachewicz, Chief Litton, Manager Falk, Manager Hinz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda as modified by taking item 6 after item 3 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

3. Approval of the minutes of the meeting of September 24, 2013.

A motion to approve the minutes of the meeting of September 24, 2013 was made by Ald. DeWane seconded by Ald. Sladek. Motion carried unanimously.

6. Request by Ald. Steuer to discuss a Historic Preservation Officer position as a proactive measure in working towards Certified Local Government status for the City.

Ald. Steuer explained the City has made attempts to enact a Historic Preservation ordinance since the late 1980's, but to no avail. During this time there have been a number of restorations, renovations and razing of structures in the downtown area and other areas of the City. Several communities throughout Wisconsin have a preservation officer on board, including, Appleton, Fond du Lac, Madison and Oshkosh. Ald. Steuer would like to add a Historic Preservation Officer/Planner position to the City's table of organization to work towards enacting a Historic Preservation Ordinance. This position would be responsible for handling inquiries from property owners regarding preservation rules and regulations, writing grants and being the point of contact for State tax credit information.

Ald. Steuer stated there are a number of projects, including the Hotel Northland that would benefit from additional monies available through historic preservation credits. Iowa, Minnesota, and Illinois have done some fabulous projects because of the money available through tax incentive credits. Ald. Steuer went on to say

that a Historic Preservation Officer (HPO) would be the point of contact for preservation groups, historical societies and commissions throughout the City and could help with fund raising, grant writing, interpreting various building and inspection codes, educational initiatives, executing a historic planning ordinance, forming historic districts, walking tours and events. In addition, the position would represent preservation interests of Green Bay at seminars and meetings, and work to make historic preservation a subset for economic development initiatives. Qualifications for the position might include historic preservation certificates, degrees in that field, architectural certifications and so forth.

Ald. Steuer continued by saying an HPO would work on coordinating, gaining and maintaining Certified Local Government (CLG) status. Several attempts have been made to get this done, but have fallen short. Before a preservation ordinance can be enacted, CLG status must be obtained by the community. CLG Statues require a governmental entity to have in place an ordinance that requires a "Certificate of Appropriateness" powers for those historic resources listed as local landmarks. CLG status opens the door to annual Wisconsin Historical Society sub-grant application opportunities along with other federal grant options to provide direct financial assistance for nominations of properties to the Wisconsin and National Registers of Historic Places. One suggestion would be for the Historic Preservation Commission to solicit the assistance from the Astor Neighborhood district. If they were in line with doing something like this, that would bode well for the entire City. It would be a matter of going out and seeing if 51% of those owners would be in favor of a preservation ordinance. There needs to be an emphasis on the opportunities to educate the general public about the sustainable value and tax credit available through historic preservation and a CLG process. In 2011, through these tax credits programs, 22 million of new investment in the rehab of historic properties took place in cities, villages and towns throughout Wisconsin. This created 461 jobs and generated over 3.8 million federal tax credits that came back to Wisconsin taxpayers. An effort was made in 2007 by the Historic Preservation Commission, along with the Mayor's Office to obtain CLG status. CLG status could be helped along by support by the Green Bay Neighborhood Associations. The Historic Preservation Commission is working with the Planning Office and Neighborhood Division now to designate significant historical areas in the City, along with a 30-day raze ordinance for the City. Ald. Steuer asked Director Boland to briefly discuss the findings from other communities.

Director Boland stated communities that have received CLG certification, have someone on staff who is dedicated to historical preservation. In most cases, it is not a full-time employee. The historic preservation duties are handled by a Planner for Appleton, Fond du Lac and Oshkosh. The Planner spends approximately 20-30% percent of their time on preservation functions. Madison has a full-time position who is a Planner, but Madison is a larger city and has more properties. Dubuque, Iowa also utilizes a Planner who spends 50-75% of their time on preservation duties. The State recommends having someone

dedicated to those duties in order to obtain CLG certification, maintain and implement the ordinance.

Ald. Steuer asked the Committee to consider bringing this position to the City and feels it would be a benefit to the staff and citizens of Green Bay. Discussion followed. Director Strong stated a number of people in the community are very passionate about historic preservation. An inventory was done in 1986; perhaps the Historic Preservation Commission could review what's out there and what would be locally significant that needs to be listed on the register rather than just anything 50 years old. Director Strong doesn't know if this would require a full-time position. Options to look at as opposed to hiring a full-time staff member would be contracting with a local architect or historian to help with the CLG process and at the same time having an intern working on the inventory and narrowing down the resources that need to be protected. Once that is completed, you could determine if you need a part-time or full-time position.

Ald. Steuer stated it's hard to determine how much time will be needed to go through the process of getting CLG status.

Ald. DeWane stated he talked with several downtown business owners and some of the citizens in Astor Park to see what their thoughts were. Ald. DeWane indicated there was a lot of disappointment in what happened 10-15 years ago, with downtown. A number of the owners thought buildings and houses had been destroyed without a second thought. Ald. DeWane agrees the City needs this position, but is not sure an intern is the way to go.

A motion to refer to staff to determine the cost of a part-time Historical Preservation position was made by Ald. DeWane and seconded by Ald. Sladek.

Under discussion, Ald. Sladek inquired how many cities in Wisconsin have the CLG status. Ald. Steuer replied that DePere and Allouez have CLG status in our area, but most of the cities are in the southern third of the State. Ald. Steuer estimated there are 50-75 communities in the State with CLG status. Those communities are listed on the Wisconsin State Historical Site. Discussion continued regarding obtaining CLG status and options for staffing a position. Ald. Sladek stated that other communities have implemented a Historic Preservation Officer by dedicating 20% of a staff member on preservation functions and asked Director Strong to look at his department organization structure and job duties and come back and tell us if he was to devote 20% of somebody on his staff to these duties, what would have to fall off their plate. Director Strong will review this option. Director Strong stated that a lot of the footwork could be completed by an intern, such as taking pictures and having those reviewed by the historical preservation commission to determine if the structure is worth saving. An intern could help control the number of hours needed by a staff member. Director Strong indicated that UWGB has a program to provide paid internships to interested students.

A motion to direct the Community Development Director to come back with a recommendation on how to devote 20% of a staff member to work on Historical Preservation Officer functions in conjunction with Human Resources looking at what the costs would be for a part-time time position was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill the following position and all subsequent vacancies resulting from internal transfers.
  - a. Equipment Operator – Public Works

A motion to approve the request to fill the Equipment Operator position in Public Works and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

5. Recommendation to approve the Professional Services Agreement with Carlson Dettmann Consulting, LLC for cost of training and use of the consultant's point factor job evaluation system in an amount not to exceed \$9,800.

Director Boland explained this is a recommendation to enter into an agreement with Carlson Dettmann to train the Human Resources staff in the use of their job evaluation system for classifying positions. Carlson Dettmann will train HR staff using 40 benchmark positions and leave us with the ability to evaluate positions in a consistent manner. The current system, which is the Water Trego classification system, was put in place in the 1980's and is out dated. The Water Trego system was developed prior to the use of technology that we have today and is not as broad as we need for some of the positions. The Carlson Dettmann classification system is being used extensively across the state.

A motion to approve the Professional Services Agreement with Carlson Dettmann Consulting, LLC for cost of training and use of the consultant's point factor evaluation system in an amount not to exceed \$9,800 was made by Ald. DeWane and seconded by Ald. Sladek.

Ald. Sladek supports updating the classification system used by the City and inquired if the committee members would have the opportunity to attend part of the training in order to build confidence in the system and avoid some of the questioning they experienced in the last year. Ald. DeWane would also like to be a part of the training firsthand. Director Boland indicated the committee members could sit in on the training or we could provide them with an overview of the process.

Motion carried unanimously.

7. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. DeWane, seconded by Ald. Sladek, motion carried unanimously.

8. Request by Ald. Thomas DeWane, Nicholson and Brunette to create the traffic enforcement unit by having one officer on first shift, one officer on second shift (Tuesday – Saturday) to be utilized outside minimum staffing and offset by revenue that the unit brings in.

Ald. DeWane requested to hold this item until the next meeting in order to give the City attorneys time to review and discuss this item with Ald. Nicholson and Brunette.

A motion to hold the request by Ald. Thomas DeWane, Nicholson and Brunette to create the traffic enforcement unit until the first meeting in November was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Sladek at 6:10 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary