

MINUTES
PERSONNEL COMMITTEE
Tuesday, September 30, 2014
City Hall, Room 207
8:20 p.m.

Members Present: Ald. Andy Nicholson, Ald. Guy Zima, Ald. Thomas Sladek, Ald. Thomas DeWane

Others Present: Mayor Jim Schmitt, Ald. Joe Moore, Ald. Mark Steuer, Ald. Chris Wery, Ald. Brian Danzinger, Ald. Dave Nennig, Lynn Boland, Tom Molitor, Kim Flom, Dawn Foeller, Steve Grenier, Jim Mueller, Mike Hronek, Melanie Falk and others.

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Zima, seconded by Ald. Sladek. Motion carried unanimously.

3. Approval of the minutes of the meeting of September 10, 2014.

A motion to approve the minutes of the meeting of September 10, 2014 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.

a. Clerk Typist III – Police Department

A motion to approve the request to fill Clerk Typist III position in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

b. 3-Patrol Officer positions – Police Department

A motion to approve the request to fill 3-Patrol Officer positions in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

5. Request to review and discuss with possible action, Green Bay Public Television.

Ald. DeWane recalls Council approval for operating Public Television Channel 4 but would like more discussion on who was hired, how that decision was made, how the programming will be determined and any costs to the City.

Mayor Schmitt stated City Council passed a policy to approve operating public television. The opportunity arose when Time Warner Cable offered public access to this market which includes the Green Bay, Appleton, and Neenah/Menasha area. The City plans to utilize this channel to help educate the community. The Press Gazette ran an article in August regarding the City's vision and plans for the station. The Mayor indicated the City is currently looking for a sponsor for its first program which will be a veteran's resource show. Filming of the show will take place on the fourth floor of City Hall. Other program ideas are being developed. Mayor Schmitt went on to explain that staffing and funding are the major issues in developing the programming as this is not currently funded through the budget.

Ald. Zima raised a concern regarding current programming and inquired when Council meetings are being aired. Ald. Zima also questioned why the City took over responsibility for operating public television. Ald. Steuer inquired about production costs. Discussion continued regarding production costs, the agreement with Time Warner and right-of-way access. Mayor Schmitt stated the City is looking into grants that are available for public access and is working with UWGB and area colleges for interns to help with programming. Ald. Nennig gave a brief history on how council meetings were taped and aired on public television in the past.

A motion to receive and place on file the review and discussion of Green Bay Public Television was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

6. Request to review and discuss, with possible action, the following items regarding Economic Development.
 - a. Request by Ald. Wery to review the function of the Economic Development Department.

Ald. Wery asked for information on staffing and responsibilities of the department. Director Boland explained the Economic Development Department staff includes a director, two economic development specialists and one clerical position. One of the specialist positions is currently vacant and is being held open until a new director is hired. The clerical position is shared between economic development and the law department.

Ald. Wery inquired if the Mayor is satisfied with the current staffing level of the department considering the importance of the department. Mayor Schmitt stated economic development is important to the economy and feels the department is understaffed. For example, the City of Madison, which is twice the size of Green Bay, has a budget of \$1.2 million while Green Bay's budget is \$390,000. Green Bay has 30,000 parcels of which 88% is residential and 8% is commercial. The commercial business is good for the City because they don't use a lot of services. Mayor Schmitt feels the Economic Development Director position is

critical for the City and is responsible for positioning the City for sustainable growth.

Discussion continued on the importance of economic development and business retention. Ald. DeWane felt there should be more transparency in the department and more focus on other areas of development in addition to downtown. Ald. Zima felt the department should provide an annual report on their accomplishments and should be managed by a planning and development committee. Ald. Nicholson inquired about the business developments recruited by the outgoing director. Mayor Schmitt gave a brief overview of some of the accomplishments. Ald. Moore stated the requirements for the position should be established before the next director is hired in terms of job duties, role and reporting expectations.

A motion to receive and place on file the request by Ald. Wery to review the function of the Economic Development Department was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

- b. Request by Ald. Zima to review other approaches to filling the Economic Development Director vacancy.

Director Boland gave a brief overview of other approaches the City could consider to fill the director position which included contracting services on an as needed basis or establishing an outside Economic Development Corporation as a separate entity from the City.

Ald. Zima suggested looking at the table of organization and possibly re-organizing the department to include one person for retention, one dedicated to outreach, bonuses if certain goals are met, or setting up a fund for private incentives.

Ald. Moore recommended sending this to staff for further review of the table of organization and to establish guidelines for the economic development staff. Ald. DeWane stated there needs to more reporting from the economic development department to the Council. Ald. Danzinger suggested considering dividing staff duties by regions such as east-side, west-side, and downtown.

A motion to refer to staff to develop job descriptions following the guidelines and discussions by the Council and recommend a budget and salary ranges was made by Ald. Zima, and seconded by Ald. DeWane. Motion carried unanimously.

- c. Request to fill the Economic Development Director position and all subsequent vacancies resulting from internal transfers.

A motion to hold the request to fill the Economic Development Director position until the next Personnel Committee meeting was made by Ald. Zima and seconded by Ald. DeWane.

Mayor Schmitt stated he feels strongly about moving forward to fill this position.

Motion carried unanimously.

- d. Request to reclassify the Economic Development Director position from Pay Grade 39 to Pay Grade 41.

A motion to hold the request to reclassify the Economic Development Director position from pay grade 39 to pay grade until the next Personnel Committee meeting was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

7. Request by the Public Works Director to reclassify 3-Shop Helper positions from Grade G-6 at a rate of \$22.51 per hour to the Senior Mechanic classification Grade G-9 at a rate of \$23.13 per hour in accordance with the Labor Association wage schedule effective at the beginning of the pay period following approval by City Council. If qualified, current incumbents will be reclassified to Sr. Mechanic otherwise the position(s) will be reclassified when a vacancy occurs.

A motion to approve the request to reclassify 3-Shop Helper positions from Grade G-6 to the Senior Mechanic classification Grade G-9 in accordance with the Labor Association wage schedule effective at the beginning of the pay period following approval by the City Council was made by Ald. DeWane and seconded by Ald. Sladek.

Ald. Sladek asked for clarification on the last sentence that states "if qualified, current incumbents will be reclassified to the Sr. Mechanic classification otherwise the positions will be reclassified when a vacancy occurs". Public Works Director Grenier responded the Shop Helper is a combination of preventative maintenance and small engine mechanic. The Senior Mechanic is more of the large classic mechanic on heavy equipment. Shop Helpers who meet the minimum requirement for Senior Mechanic will automatically be reclassified to Sr. Mechanic upon approval by the Council and will then be able to carry out the responsibilities of Sr. Mechanic. If there are Shop Helpers who do not meet the minimum qualifications for Sr. Mechanic, those individuals will remain in the Shop Helper category until there is a vacancy in that position or the individual acquires the minimum qualifications to be a Sr. Mechanic. Ald. Sladek stated the current table of organization shows 3-Shop Helper positions and 8-Sr. Mechanic positions. Ald. Sladek asked if this would change to 11-Sr. Mechanics if the request is approved. Director Grenier replied there is the potential for 11-Sr. Mechanics. Currently, there may be one Shop Helper who meets the minimum qualifications to make the automatic jump to the Sr. Mechanic classification.

Motion carried unanimously.

8. Request by Ald. Nicholson, with possible action, that the City consider contracting for an attorney to advise the Common Council on matters that come before the Common Council and its committees.

Ald. Nicholson stated the City should consider contracting for an attorney to advise the Council on matters. Brown County contracted for an attorney to represent County Board Supervisors and it worked very well. Ald. DeWane agreed it worked for the County and suggested hiring a fourth attorney as part of the budget to work with the Council. Ald. Zima believes it should be a contracted position without fringe benefits that answers to the City Council. Ald. Sladek inquired if all council members would have access to the attorney. Ald. Zima stated all County Supervisors had access to the attorney and the cost was approximately \$30,000 per year.

Ald. Sladek stated his experience with the law department over the last two and a half years has been nothing like Ald. Zima described. Ald. Sladek always felt the law department served him and never felt they were misleading.

Ald. Wery favors contracting an attorney for services. Ald. Steuer also prefers contracting an attorney. Ald. Danzinger questioned the liability and exposure of the Council when following the advice of a contracted attorney. Ald. Zima feels it's absolutely essential to have outside council on matters. Ald. Sladek is against contracting an attorney.

A motion to approve contracting for an attorney to advise the Council on any issue at a contract salary of \$30,000 per year was made by Ald. Nicholson, seconded by Ald. Zima.

Ald. Danzinger asked for clarification on whether the contracting process has to go through the RFP process. Atty. Mueller stated it's a professional service and does not need to be bid out even though it's over \$25,000. Normally, in professional services the City does some type of RFP in order to get the word out.

Motion carried 3-1. Ald. Sladek voted no.

9. Request by Ald. Nicholson to review with possible action, State Statutes, Roberts Rules of Order and/or Ordinances that deal with the process of communications submitted to committees.

Ald. Nicholson stated an issue arose out of Advisory Committee and a communication was submitted that never surfaced. Atty. Mueller explained the communication was submitted to the Clerk's Office whose practice is to forward the communication to City Council for referral to a committee. Communications can also be submitted to the chair of the committee or the staff person that handles the committee.

Following discussion, a motion to refer to staff to revise the language regarding the process of submitting communications to committees was made by Ald. Zima and seconded by Ald. Nicholson. Motion carried unanimously.

10. Monthly report on the progress of the traffic unit within the Green Bay Police Department with possible action.

Chief Molitor provided the committee with an updated report on the traffic operation statistics. The report showed that officers assigned to the traffic unit increased the amount of time spent on traffic related calls to 89% and also showed an increase in the number of citations issued.

A motion to receive and place on file the report on the progress of the traffic unit within the Green Bay Police Department was made by Ald. Zima, seconded

11. Request by Ald. Tom DeWane to look at bringing back sergeants in the Police Department with possible action.

Ald. DeWane stated there is additional work to be done on this issue and moved to hold this item for two weeks. Motion seconded by Ald. Zima. Motion carried unanimously.

12. Request by Ald. Tom DeWane, to discuss with possible action, hiring an outside consultant to study the Green Bay Police Department organization and discuss any cost savings the consultant may bring forward.

Ald. DeWane stated other departments have used consultants and believes this would be a good idea.

A motion to hold the request by Ald. DeWane, to discuss with possible action, hiring an outside consultant to study the Green Bay Police Department organization for two weeks was made by Ald. Zima, and seconded by Ald. Sladek.

Under discussion, Ald. Nicholson inquired about the process of bringing in a consultant and determining what it would cost. Director Boland stated the process would involve contacting firms who conduct organizational studies for a cost proposal. There may be 4-6 firms that could be contacted who do this type of work. The first step would be to put together parameters for the study and then submit that information to the consulting firms. Director Boland anticipates the firms would respond within two to three weeks with a cost proposal.

Ald. DeWane would like to look into the cost of bringing in a consultant. Ald. Zima is neutral on this issue. Ald. Sladek is in favor of asking staff to contact firms regarding the cost of a study. Ald. DeWane doesn't see an issue in holding this item for two weeks.

Motion carried unanimously.

13. Request by Human Resources Director to schedule the fact-finding hearing regarding the Green Bay Professional Police Association (GBPPA) Recruit

Academy Grievance – Step 3 for the Personnel Committee meeting to be held on October 28, 2014.

A motion to approve scheduling the fact-finding hearing regarding the Green Bay Professional Police Association Recruit Academy Grievance – Step 3 for the Personnel Committee meeting on October 28, 2014 was made by Ald. Sladek, seconded by Ald. Zima. Motion carried unanimously.

14. 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.

15. Update by staff on status of the review of the Housing Administrator position.

A motion to convene in closed session was made by Ald. Zima and the closed session language was read. Motion seconded by Ald. Sladek and carried on roll call vote.

Reporting out of closed session, a motion to have staff proceed as recommended on the review of the Housing Administrator position was made by Ald. Zima, seconded by Ald. DeWane. Motion carried unanimously.

16. Update and discussion regarding labor negotiations.

- a. Fire Fighters
- b. Police Supervisory

Director Boland stated there have been further discussions since the last Council meeting and inquired if the committee would prefer to wait and go into closed session at the next Council meeting to provide an update on the status of negotiations.

A motion to hold the update and discussion regarding labor negotiations on 16a and 16b until the next committee meeting was made by Ald. Zima, seconded by Ald. DeWane. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Zima at 10:50 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary