

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 16, 2009
6:45 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 1/19/09](#)
- D. ACTION ITEMS
 - 1. [Update on Arbitration between the City of Menasha and Local 603, AFSCME \(Police\)](#)
 - 2. [Update on Arbitration between the City of Menasha and Local 1035B, AFSCME \(City Hall & Police Support Staff\)](#)
 - 3. [Update on Arbitration between the City of Menasha and Local 1035, AFSCME \(Public Works\)](#)
 - 4. [Update on City Attorney/Human Resources Position](#)
 - 5. [Update on Park Superintendent Position](#)
 - 6. Update on Associate Planner Position.
- E. ADJOURNMENT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
January 19, 2009
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Hendricks at 5:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski,
Michalkiewicz, Mayor Merkes

ALSO PRESENT: CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel,
PHD Nett, Paul Meier, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. [Personnel Committee, 12/1/08](#)

Moved by Ald. Pack, seconded by Ald. Wisneski to approve minutes
Motion carried on voice vote.

D. ACTION ITEMS

1. Report of Ad-Hoc City Attorney Search Committee – Paul Meier

Paul Meier, member of Ad-Hoc City Attorney Study Committee, reported on the findings of the committee and their recommendations. The conclusion of the Committee was to hire an in-house attorney with some human resources background or someone willing to grow into the role of Human Resource Director. To help attract good candidates, the Committee recommends changing the Charter Ordinance to remove the three year term of the Attorney. The candidate should have at least six years of experience. The selection process should be a management decision, whether Mayor or Council.

Mr. Meier answered general questions.

6:15 p.m. - Moved by Mayor Merkes, seconded by Ald. Taylor to recess.
Motion carried on voice vote.

7:48 p.m. - reconvened.

2. [O-4-09 A Charter Ordinance Relating to Appointment of the City Assessor](#)
3. [O-5-09 A Charter Ordinance Relating to Appointment of the City Clerk](#)
4. [O-6-09 A Charter Ordinance Relating to Appointment of the City Attorney](#)

CA/HRD Brandt explained the passing of Charter Ordinances and the requirements of waiting 60 days before they are in effect. The current Charter Ordinances are for the City Attorney, Clerk and Assessor. Makes sense to change all when changing one. Decision should be made quickly as the current three-year term ends on April 30, 2009.

Discussion ensued on the pros and cons of removing the three year appointment; having the Mayor appoint and Council approve appointment; past practice of hiring City Attorney, Clerk and Assessor.

Moved by Ald. Pack, seconded by Ald. Pamerter to recommend approval of O-4-09, O-5-09 and O-6-09 to Common Council.

Motion carried on roll call 7-2.

Ald. Pamerter, Wisneski, Pack, Hendricks, Michalkiewicz, Benner, Mayor Merkes – yes.

Ald. Taylor, Zelinski – no.

5. [Department Head Selection Process](#)

CA/HRD Brandt recommends making the change to the ordinance and Personnel Policy regarding Department Head selection process.

Moved by Mayor Merkes, seconded by Ald. Michalkiewicz to direct CA/HRD Brandt to draft an ordinance similar to Section 3 of Charter Ordinance for the Department Head selection process.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Taylor to adjourn at 8:29 p.m.

Motion carried on voice vote.

Respectful submitted by
Deborah A. Galeazzi, City Clerk

PRELIMINARY FINAL OFFER
OF
CITY OF MENASHA
TO
MENASHA PROFESSIONAL POLICE UNION
AFSCME, AFL-CIO, LOCAL 603

February 5, 2009

I. ARTICLE IV – WAGES AND WAGE BENEFIT

1. Effective January 1, 2009 – 2% across the board increase.
2. Effective July 1, 2009 – 0.5% across the board increase.
3. Effective January 1, 2010 – 2% across the board increase.
4. Effective July 1, 2010 – 0.5% across the board increase.

II. ARTICLE IV – F – HEALTH DENTAL AND VISION BENEFITS

1. The City will offer employees the choice of:

Network HMO – 1
Network HMO – 4
Network POS – 2

2. The City will pay towards the costs of the health insurance as follows:

	<u>2009</u>	<u>2010</u>
HMO – 1	92%	90%
HMO – 4	97%	95%
POS – 2	88%	86%

The employee share of the monthly insurance premiums will be capped at:

	<u>2009</u>	<u>2010</u>
HMO – 1	\$130	\$180
HMO – 4	\$50	\$85
POS – 2	No Cap	No Cap

III. ARTICLE IV – I – RETIREMENT – Modify to read:

1. Aside from contributing the employer's contribution to the Wisconsin Retirement System, the City shall pay the employees share up to 5.1% of eligible wages to the Wisconsin Retirement System. Eligibility is determined by the Wisconsin Retirement Fund.

III. ARTICLE V – WORKING CONDITIONS – Add the following:

1. The City shall be allowed to hire certified Officers who have worked for other Police Departments and establish that Officer within the salary structure. Such placement shall be totally within the Chief's or his/her discretion. Promotional opportunities for any person so placed shall be within the complete discretion of the Chief or his/her designee. Any such placement shall only affect salary. All other fringe benefits, seniority based selection opportunities, as well as probationary status shall not be affected by such lateral transfer. The minimum years of service to qualify for a lateral entry shall be five years as a full-time certified Officer in Wisconsin or another state. Military service shall not be included.

IV. ARTICLE IV – B - ASSIGNMENTS

1. Add Forensic Computer assignment to paragraph 2.
2. In recognition of additional duties such as care of the dog, the K-9 officer shall receive step-6 pay during such assignment.

V. ARTICLE XII – SETTLEMENT OF PROHIBITED PRACTICE – Delete article.

VI. TERM OF AGREEMENT – 2 year Agreement for 2009 and 2010.

Dated this _____ day of February, 2009

By: _____

PRELIMINARY FINAL OFFER
 OF
 CITY OF MENASHA
 TO
 MENASHA CITY HALL AND POLICE SUPPORT UNION
 AFSCME, AFL-CIO, LOCAL 1035B

February 5, 2009

I. APPENDIX A – WAGES AND WAGE BENEFIT

1. Effective January 1, 2009 – 2% across the board increase.
2. Effective July 1, 2009 – 0.5% across the board increase.
3. Effective January 1, 2010 – 2% across the board increase.
4. Effective July 1, 2010 – 0.5% across the board increase.

II. APPENDIX A – WAGES AND WAGE BENEFIT

Add Code Enforcement Officer to Appendix A.
 Hired after 1-1-02

Hiring Rate	7 th Month	19 th Month	31 st Month	43 rd Month
\$14.96	\$15.89	\$16.83	\$17.77	\$18.71

III. APPENDIX A – HEALTH DENTAL AND VISION BENEFITS

1. The City will offer employees the choice of:

Network HMO – 1
 Network HMO – 4
 Network POS – 2

2. The City will pay towards the costs of the health insurance as follows:

	<u>2009</u>	<u>2010</u>
HMO – 1	92%	90%
HMO – 4	97%	95%
POS – 2	88%	86%

The employee share of the monthly insurance premiums will be capped at:

	<u>2009</u>	<u>2010</u>
HMO – 1	\$130	\$180
HMO – 4	\$50	\$85
POS – 2	No Cap	No Cap

IV. ARTICLE XII – RETIREMENT – Modify to read:

1. Aside from contributing the employer's contribution to the Wisconsin Retirement System, the City shall pay the employee's share up to 5% of eligible wages to the Wisconsin Retirement System. Eligibility is determined by the Wisconsin Retirement Fund.

V. TERM OF AGREEMENT – 2 year Agreement for 2009 and 2010.

Dated this 9th day of February, 2009

By:

A handwritten signature in cursive script is written over a horizontal line. The signature appears to be "John H. [unclear]".

**PRELIMINARY FINAL OFFER
LOCAL 1035, AFSCME, AFL-CIO
MENASHA CITY EMPLOYEES
TO
CITY OF MENASHA
October 3, 2008**

1. **ARTICLE VI – JOB POSTING PROCEDURE**
 - E. Revise to provide most senior employee a 30 day trial period.

2. **ARTICLE X – PAY POLICIES**
 - G. Call-In Pay. Clarify language.

3. **ARTICLE XI – AUTHORIZED ABSENCE**
 - A. Vacation. Revise as follows:
 1. After 12 years of service: 160 hours vacation in calendar year.

 4. Scheduling
 - d. Vacation Selection Policy.
Single Day Options: Revise to: Employees canceling single day(s) must cancel five (5) working days in advance.

 - B. Retirement/Death Sick Leave Payout.
 5. Emergency Situation. Clarify/discuss

 - E. Holiday Leave
Add Birthday

4. **ARTICLE XIV – HEALTH, DENTAL AND VISION BENEFITS**
 - B. Revise as follows: Premium share for HMO 1 shall be 7% in 2009 with a cap of \$115; 8% in 2010 with a cap of \$145. Premium share for the POS 2 shall be 10% in 2009 with a cap of \$175; 10% in 2010 with a cap of \$195.

 - N. Add debit card for use of Section 125.

New Provision: The Employer shall provide a Post Employment Health Plan.

5. **ARTICLE XV – GRIEVANCE AND ARBITRATION PROCEDURE**
 - Add Step 5. At the Union's option may present grievance to appropriate committee of the Common Council.

6. **ARTICLE XXVIII – CLOTHING ALLOWANCE**
 - Renew clothing policy.

7. **ARTICLE XXX – DURATION**
The Union is open to a two (2) or three (3) year agreement.
8. **APPENDIX “A” - Wages**
General Wage Increase: Effective 1/1/09: 3.0%, 1/1/10: 3.0%
9. **MISCELLANEOUS/DISCUSSION**
Implementation of Sanitation Department training (Bursack grievance)
Weekend scheduling in Street Department

The Union reserves the right to add to/delete from and/or otherwise modify these proposals during the course of negotiations without prejudice.

City of Menasha Proposals to
MENASHA CITY EMPLOYEES
AFSCME, AFL-CIO, LOCAL 1035

PRELIMINARY FINAL OFFER

October 12, 2008

ARTICLE IV – WAGES AND WAGE BENEFIT

1. Raise all wages across the board 3% on January 1, 2009.
2. Raise all wages 2.75% on January 1, 2010.

ARTICLE IV F. - HEALTH, DENTAL AND VISION BENEFITS

1. Effective with this Agreement, the City will provide as health insurance coverage, the choice of Network Health Plan POS-4, Network Health Plan HMO-1 or Network Health Plan HMO-4. The co-pays for drugs will be 10/25/50/50/80, no matter which plan.
2. The City will pay 97% of the premium for HMO – 4 in 2009 and 95% of the premium for HMO – 4 in 2010. The employee will be responsible for the difference between this premium amount and the premium for the plan that employee chooses.
3. The City will pay 97% of the premium for dental and vision coverage 2009 and 95% of the premium for dental and vision coverage in 2010.
4. Each employee shall be eligible to change health and dental insurance choice on an annual basis. This annual election shall not apply to vision coverage.
5. The City will provide a dental plan. The annual maximum benefit is \$1,500/patient/year for dental services. The annual maximum benefit for dental surgery is \$3,000/patient/year, subject to the co-pays and deductibles of the plan in existence in 2006.
6. The City will provide vision insurance that allows for one pair of contacts or one pair of lenses each year, and one pair of glass frames every other year.
7. Bridge Department: Employees of the Bridge Department shall receive benefits on a twelve (12) month basis.
8. The City may from time to time change the insurance carrier or method of funding for health, dental and vision coverage if it elects to do so, provided that any plan offers coverage that is equivalent in the aggregate or better than the plan(s) then in existence for employees in the bargaining unit. At least thirty days' advance notice of any change shall be provided to the Union. Neither changes in the list of providers nor in the list of prescription drugs shall be viewed as a reduction in benefits. It is understood that any change in carrier(s) or method of funding will not result in an increase in the above-stated deductibles, drug co-payments or in the introduction of other co-payments.
9. No employee shall make any claim against the City for additional compensation in lieu of or in addition to his/her premium paid by the City because he/she does not qualify for the family plan, nor in the event that employee does not elect to take health, dental or vision insurance through the City.

10. Employees who retire shall be eligible to continue health care plan coverage only, at their expense until that employee is eligible for Medicare. When the retired employee becomes eligible for Medicare, that retired employee's spouse will be eligible to continue Single Health Plan coverage only, at his/her own expense, until that spouse is eligible for Medicare, provided that spouse does not have other health care coverage and meets the eligibility requirements of the plan.
11. Any employee requesting the assistance of the City with any question regarding health, dental or vision benefits shall be obligated to sign a release of his/her privacy rights prior to any City staff member from engaging in such assistance.

NEW SECTION

1. Offer Post-Employment Health Plan as outlined at Health Insurance meeting of July 10, 2008.

ARTICLE X. – PAY POLICIES

1. Call time shall be paid when notice of the work is made less than 12 hours before the work.
2. Call time shall not be paid:
 - a. When an employee's next work day(s) is rescheduled prior to 3:00 pm. This only applies Monday through Friday.
 - b. Summer weekend scheduling for the Parks Department.

ARTICLE XV. – GRIEVANCE AND ARBITRATION PROCEDURE

1. The Union may elect to designate the 4th step of the grievance process as either the Human Resources Director or the Personnel Committee provided that election is made on or before the date the grievance is advanced to the 4th step.

ARTICLE XXX. – DURATION

1. Two years

Attorney/Human Resources Director – Menasha. Qualified candidate must have a JD degree from an ABA accredited law school and be a member of the WI Bar Association; Must be licensed and admitted to practice law in the State of Wisconsin; Must have at least 6 years experience in municipal law. Human Resources experience helpful. Successful candidate to commence work not later than 30 days after selection. Salaried exempt position has a 2009 annual salary range of \$87,400 – \$106,800 with full fringe benefits. Position is currently a three-year appointment by the Common council. A Charter Ordinance to remove the term and make the appointment by the Mayor with confirmation by the Common council is scheduled for Council action on March 2, 2009. Residency must be established within 20 miles from City of Menasha within six months of hire. For consideration submit a resume, letter of interest and two writing samples. Application deadline is March 13, 2009. City of Menasha Human Resources Department, 140 Main Street, Menasha, WI 54952; 920-967-3602. www.cityofmenasha-wi.gov EOE

CITY OF MENASHA
Position Description

Position Title: Superintendent of Parks, Forestry and Cemeteries
Department: Parks, Recreation, Forestry & Cemeteries
Status: Exempt
Position Reports To: Director of Parks, Recreation, Forestry & Cemeteries
Date of Description: 02/2009

SUMMARY

Responsible for the administration and direction of all parks, forestry and cemetery personnel engaged in maintenance and repair of city parks and equipment, playgrounds, swimming pool, shelter buildings, athletic fields, trails and specific greenspaces. Oversees a tree planting and care program and administers a cemetery operation. As time and need dictate, incumbent will represent the department in the absence of the Director of Parks and Recreation and perform supervisory duties in the absence of the Superintendent of Public Works and Assistant Superintendent of Public Works.

ESSENTIAL FUNCTIONS to include the following:

- Establishes and maintains work schedules and projects for daily and longer periods.
- Monitors and evaluates work of subordinates to ensure satisfactory completion.
- Administers the provisions of labor contracts and responds to grievances.
- Responsible for managing a healthy urban forest and overseeing a street tree inventory database.
- Manages cemetery software database and coordinates payment process.
- Makes decisions for daily expenditures for park equipment, vehicles and buildings.
- Prepares contracts for tree trimming, deadwood removal, tree removal and facility repairs.
- Assists in preparation of the annual department budget with the Director of Parks and Recreation.
- Assists in developing a comprehensive park master plan and capital improvement plan.
- Responds to public record requests consistent with State statutes and City records retention policy.
- Reports for work as scheduled and responds to calls beyond the normal workday.
- Oversees continual safety and skill enhancement training programs.
- Communicates routinely with the general public and employees.
- Responsible for employee's knowledge of work site safety and compliance with federal and state regulations.

POSITION REQUIREMENTS/QUALIFICATIONS

- Requires a minimum of four years parks or grounds maintenance and supervisory experience.
- Requires a minimum two year Associates or Technical degree (Bachelor's degree preferred) in parks management, forestry, horticulture, landscaping or related field. Equivalent combinations of training and experience may be considered.
- Proven ability to effectively to plan, lead and supervise the work of others.
- Proven knowledge of park, forestry and cemetery maintenance techniques and operations.

- Proven knowledge of materials and equipment used in parks maintenance.
- Proven ability to effectively determine priorities and to plan and schedule work activities.
- Proven ability to effectively determine and recommend appropriate budgets and to control costs.
- Proven ability to effectively communicate orally and in writing with the public and other employees.
- Proven ability to effectively problem solve.
- Proven knowledge of common arboriculture and turf management practices.
- Proven knowledge of plant materials and common landscape principals.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid Wisconsin Driver's License, with a good driving record. A valid Wisconsin Class B, C and D Commercial Driver's License with a good driving record which meets legal and medical requirements desirable, but not required.
- Aquatic Facilities Operator certification or obtain within six months of employment.
- Certified Playground Safety Inspector certification or obtain within six months of employment.
- Supplemental course work or training in arboriculture, horticulture, leadership, budgeting, computer/database use, landscaping or pesticide use desirable.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Must be able to lift and/or carry up to 50 pounds on an occasional basis.
- Availability and ability to work outside normal work hours with minimal notice.
- Ability to work in varied environmental conditions.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Parks, Forestry and Cemeteries Superintendent, City of Menasha, Wisconsin
(Population 17,408), Salary: \$54,200-\$66,200 DOQ plus excellent benefits**

Management position responsible for the planning, coordination and supervision of all parks, forestry and cemetery functions. Establishes daily and seasonal work crew schedules, oversees a street tree planting program, assists in future park and pool capital improvement planning, makes decisions for daily expenditures for park equipment, vehicles and buildings. Ability to effectively communicate orally and in writing, prior experience in administrative duties, budget preparation, and personnel management. Minimum four (4) years parks or grounds maintenance experience. Two (2) year degree (Bachelor's preferred) in related field. Equivalent combinations of training and experience may be considered. Residency required within 20 miles of the City within six months of employment.

Send application form (available at City Hall or at www.cityofmenasha-wi.gov). Include cover letter, salary history and references to City of Menasha, Parks and Recreation Department, 140 Main Street, Menasha, WI 54952, EOE

Deadline: Friday, March 13, 2009, 4:00 PM