

Personnel Committee  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday January 17, 2005  
**MINUTES**

- I. Meeting called to order by Chairman Weber at 7:32 p.m.
- A. ROLL CALL  
Present: Ald. Eckstein, Barker, Taylor, Wisneski, Weber, Foth, Mayor Laux  
Excused: Ald. Michalkiewicz, Mulvey  
Also Present: PC Stanke, Compt. Stoffel, DPW Radtke, CDD Keil, PRD Tungate,  
PHD Nett, CA/PD Brandt, Clerk Galeazzi
- B. Consideration of non-rep pay plan for City of Menasha Employees  
  
CA/PD Brandt explained the current program for non-represented employees and how the City came to adopt this program.  
  
Compt. Stoffel explained how the salary increases impacts the budget based on when the employee receives the increase.
- C. Consideration of City of Hartford classification plan  
  
Aldermen discussed the system the City of Hartford has in place for their employees. This would be a formula that the City of Menasha could follow if they review their current program.
- D. Consideration of Supervisory Lieutenants pay plan  
  
Aldermen discussed the current pay plan and how the Supervisory Lieutenants fit into the current plan.
- E. Direction to Personnel Director  
  
Chairman Weber directed Personnel Director Brandt to schedule a meeting of the Salary Review Committee.
- II. ADJOURNMENT  
  
Moved by Ald. Eckstein, seconded by Ald. Foth to adjourn at 8:46 p.m.

Motion carried

Deborah A. Galeazzi  
City Clerk

Personnel Committee  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday, May 16, 2005  
**MINUTES**

I. Meeting called to order by Chairman Weber at 6:00 p.m.

A. ROLL CALL

Present: Ald. Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes,  
Taylor, Mayor Laux

Also Present: PC Stanke, Compt. Stoffel, PHD Nett, CA/PD Brandt, Clerk Galeazzi

B. Consideration of Title Changes. (Recommendation to Council in order)

CA/PD Brandt explained this is to conform job titles to actual responsibility and to conform to standard practice. This will require an ordinance change, but no adjustment in salaries.

CA/PD Brandt answered questions from Council.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to recommend to the Council consideration of title changes.

**Motion Carried.**

C. Consideration of Full-Time Coordinator Position. (Recommendation to Council in order)

PHD Nett explained this position is a full-time position filled by two part-time people. One of the part-time people resigned. A discussion with the Committee on Aging came up with filling this position with one full-time person. The current part-time person has shown an interest in going full-time. Salary may not be an impact on current budget. However, benefit cost maybe an impact on budget.

PHD Nett answered questions from Council.

Moved by Ald. Michalkiewicz, seconded by Ald. Mulvey to hold for two weeks.

D. Elimination of Job Titles from Table of Organization. (Recommendation to Council in Order)

CA/PD Brandt explained this goes along with the Title Changes. This will eliminate the job titles that do not pertain from the City's Table of Organization.

CA/PD Brandt answered questions from the Council.

Moved by Ald. Michalkiewicz, seconded by Ald. Mulvey to recommend to the Council to eliminate job titles, including Police Department Captain from the Table of Organization.

**Motion Carried.**

6:15 p.m. – Recessed for Administration Committee

E. Chairman Weber reconvened the meeting at 9:00 p.m.

F. Non-represented Pay Plan.

Comp Stoffel explained the current pay scale schedule that is used as defined by the Personnel Policy.

CA/PD Brandt explained when and why this pay scale schedule was implemented.

Comp Stoffel and CA/PD Brandt answered questions from the Council.

G. Discussion regarding pay plan for Supervisory Lieutenants.

CA/PD Brandt explained the pay scale step process for Supervisory Lieutenants. He also explained the overtime compensation and fringe benefit comparison to other departments.

CA/PD Brandt answered questions from the Council.

Moved by Ald. Weber, seconded by Ald. Wisneski that the HR Director provides Personnel Committee with Supervisory Lieutenants pay scale with additional steps.

**Motion carried on roll call 8-1. Mayor Laux – no.**

H. Personnel Committee directive regarding agenda Items F and G, if any.

Moved by Ald. Wisneski, seconded by Ald. Mulvey that any changes to Police Collective Bargaining Agreement relating to fringe benefits be brought to Personnel Committee for consideration of application to Supervisory Lieutenants.

**Motion carried on roll call 7-2**

**Ald. Michalkiewicz, Eckstein – no.**

Moved by Ald. Wisneski, seconded by Ald. Taylor to increase the shift differential for the Supervisory Lieutenants to \$.40 per hour effective June 1, 2005.

Discussion on when to start this increase and where the funds will come from.

**Motion failed on roll call 4-5.**

**Ald. Taylor, Wisneski, Hendricks, Mayor Laux – yes.**

**Ald. Merkes, Weber, Eckstein, Michalkiewicz, Mulvey – no.**

## II. ADJOURNMENT

Moved by Ald. Eckstein, seconded by Ald. Mulvey to adjourn at 10:10 p.m.

**Motion carried.**

Deborah A. Galeazzi  
City Clerk

Personnel Committee  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday, June 6, 2005  
**MINUTES**

I. Meeting called to order by Chairman Weber at 5:15 p.m.

A. ROLL CALL

Present: Ald. Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes,  
Taylor, Wisneski, Mayor Laux

Also Present: Lt. Brunn, CDD Keil, Compt. Stoffel, PHD Nett, CA/PD Brandt,  
Clerk Galeazzi, PWS Jacobson, SC Supt. Bull

B. Consideration of Full-Time Coordinator Position. (Recommendation to Council in order)  
(Held May 16, 2005)

CA/PD Brandt explained the memo from PHD Nett and Compt. Stoffel indicates wages for this position would not be impacted by the change. Funds are available to cover the health insurance cost.

Moved by Mayor Laux, seconded by Ald. Wisneski to recommend to Council to approve.

**Motion carried.**

C. Health Insurance mid-year assessment.

1. Resolution R-22-05, A Resolution Transferring Funds.

CA/PD Brandt explained part of the agreement with WPPI allows for a mid-year adjustment if a short-fall occurs. The short-fall happened when more health claims were paid out than premiums paid. The City's portion will be approximately \$133,000.

Compt Stoffel explained funds can be transferred between accounts and then can be adjusted per department.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to recommend to the Council to approve R-22-05.

**Motion Carried.**

2. Direction regarding dissolution of WPPI Benefit Trust.

CA/PD Brandt explain he needs direction from the Committee if the City should continue with WPPI Benefit Trust. He has indicated to the representatives of the the trust they need to be more accurate on the estimates of the premiums.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to continue with WPPI Benefit Trust, but continue to look elsewhere.

**Motion Carried.**

5:50 p.m. – Recessed for Administration Committee

D. Roll Call

Chairman Weber reconvened the meeting at 9:18 p.m.

Present: Ald. Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes,  
Taylor, Wisneski, Mayor Laux

Also Present: CA/PD Brandt, Clerk Galeazzi,

E. Discussion regarding pay plan for Supervisory Lieutenants.

Mayor Laux talked about the three proposals that were presented by CA/PD Brandt, Ald. Wisneski and the Supervisory Lt. The Committee discussed the pros/cons of all three proposals and the impact on the budget.

CA/PD Brandt explained how his proposal would work and the impact on the budget. CA/PD Brandt answered questions from the Committee.

9:50 p.m. - Ald. Michalkiewicz left the meeting.

F. Personnel Committee directive regarding agenda Item E, if any.

Moved by Ald. Hendricks, seconded by Ald. Wisneski an increase in the shift differential for Supervisory Lieutenants to 40¢ per hour effective July 1, 2005.

**Motion carried.**

Moved by Mayor Laux, seconded by Ald. Wisneski to establish Example C as Supervisory Lieutenants pay plan and to place Lt. Bonneville, Lt. Perschbacher and Lt. Halderson at year 6, Lt. Sahr at year 4 and Lt. Styka at promotional level effective July 1, 2005.

**Motion carried.**

II. ADJOURNMENT

Moved by Ald. Mulvey, seconded by Ald. Taylor to adjourn at 10:20 p.m.

**Motion carried.**

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
September 6, 2005  
**Minutes**

I. Meeting called to order by Chairman Weber at 8:02 p.m.

A. Roll Call

Present: Ald. Taylor, Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Mayor Laux  
Also Present: CA/PD Brandt, Lt. Brunn, Comp Stoffel, CDD Keil DPW Radtke, Clerk Galeazzi

B. Consideration of January 1, 2006 and September 1, 2006 adjustments to all non-represented employees salaries.

Moved by Mayor Laux, seconded by Ald. Wisneski to recommend to Common Council an adjustment to all non-represented employees' salaries by 1½% on January 1, 2006 and 1½% on September 1, 2006.

Discussion: CA/PD Brandt explained the spreadsheet presented to the Committee members showing the increases as of January 1, 2006 and September 1, 2006. He explained the impact on the budget.

**Motion carried on roll call 7-2. Ald. Merkes, Hendricks – no.**

C. Consideration of January 1, 2006 and September 1, 2006 adjustment to Supervisory Lieutenants salaries.

Moved by Ald. Hendricks, seconded by Ald. Eckstein to recommend to Common Council an adjustment to Supervisory Lieutenants salaries by 1½% on January 1, 2006 and 1½% on September 1, 2006.

Discussion: CA/PD Brandt explained the spreadsheet presented to the Committee members for Supervisory Lieutenants.

**Motion carried on roll call 8-1. Ald. Merkes – no.**

D. Consideration of adjustment to midpoint for 2006 for non-represented salary ranges and Supervisory Lieutenants salary ranges.

Moved by Mayor Laux, seconded by Ald. Wisneski to recommend to Common Council an adjustment of midpoint by 1½% on January 1, 2006 and 1½% on September 1, 2006 for non-represented employees' salary ranges and Supervisory Lieutenants salary ranges.

Discussion: CA/PD Brandt explained the need to adjust the midpoint to stay on schedule with the salary increases.

**Motion carried on roll call 7-2. Ald. Merkes, Hendricks – no**

II Adjournment

Moved by Ald. Wisneski, seconded by Ald. Taylor to adjourn at 8:30 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
September 19, 2005

**MINUTES**

I. OPEN SESSION

A. ROLL CALL

Meeting called to order by Chairman Weber at 8:40 p.m.

Present: Ald. Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor,  
Mayor Laux

Also Present: CA/HRD Brandt, Clerk Galeazzi, Comp Stoffel, PC Stanke, Bill Russell

B. Discussion regarding health insurance costs for 2006 (No action necessary)

CA/HRD Brandt introduced Bill Russell, marketing consultant for WPPI Benefit Trust. CA/HRD Brandt explained the 2006 health insurance rates. He explained the how and why of the increase in cost and premiums. He presented a spreadsheet on the projected monthly rates for 2006. He has been working on obtaining quotes from HMO's and other options.

CA/HRD Brandt and Bill Russell answered questions.

II. Adjournment

Moved by Mayor Laux, seconded by Ald. Eckstein to adjourn at 9:07 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

Personnel Committee  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday October 3, 2005  
**MINUTES**

I. OPEN SESSION

A. Roll Call

Meeting called to order by Chairman Weber at 6:40 p.m.

Present: Ald. Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski,  
Mayor Laux

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel,  
CA/HRD Brandt, Clerk Galeazzi, and the Press.

B. Consideration of Americans with Disability Act Policy

CA/HRD Brandt explained this policy has been implemented, but not official approval by the Council.

Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to recommend to Common Council approval of the Americans with Disability Act Policy.

**Motion carried.**

C. Consideration of Electronic Communications Policy

CA/HRD Brandt explained the IS Committee has been working on this policy and recommends approval. City employees will need to read and understand the policy. He explained the disciplinary action for those employees who violate the policy.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to recommend to Common Council approval of the Electronic Communications Policy.

**Motion carried.**

D. Consideration of Information Systems Steering Committee recommendation to establish in-house Information Systems staff.

CA/HRD Brandt introduced Larry Schmitz from Schenck & Associates.

Mr. Schmitz explained what level the City is at with technical services. He feels the City has reached a point where they can discontinue outsourcing the bulk of the technical services and go with an in-house staff.

Mr. Schmitz and CA/HRD Brandt answered questions from the Committee.

Moved by Ald. Mulvey, seconded by Ald. Eckstein to recommend to Common Council approval to establish an in-house Information Systems staff.

**Motion carried.**

II. ADJOURNMENT

Moved by Ald. Eckstein, seconded by Ald. Michalkiewicz to adjourn at 7:10 p.m.

**Motion carried.**

Deborah A. Galeazzi  
City Clerk

Personnel Committee  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday, November 7, 2005  
**MINUTES**

I. Meeting called to order by Chairman Weber at 5:00 p.m.

A. Roll Call

Present: Ald. Mulvey, Merkes, Taylor, Wisneski, Weber, Hendricks, Eckstein (5:50pm),  
Mayor Laux

Excused: Ald. Michalkiewicz

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, CA/HRD Brandt,  
PWS Jacobson, Bill Russell, Clerk Galeazzi and the Press.

B. Consideration of change to Tuition Aid Program

CA/HRD Brandt explained the City's tuition aid policy. This is offered to non-represented employees and there needs to be a reasonable connection to their job. The current policy was established in 1996 and tuition costs have increased since then. CA/HRD Brandt is asking to have the policy for tuition cost be changed to equal to that charged at UW-Oshkosh per semester.

CA/HRD Brandt answered questions.

Moved by Ald. Merkes, seconded by Ald. Wisneski to hold for two weeks.  
Motion Carried.

C. Presentation regarding Health Savings Account

CA/HRD Brandt and Bill Russell from Benefit Resolution Group gave a presentation on Health Savings Account (HSA).

CA/HRD Brandt and Bill Russell answered questions.

II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Merkes to adjourn at 5:53 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

Personnel Committee  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday, November 21, 2005  
**MINUTES**

I. Meeting called to order by Chairman Weber at 5:45 p.m.

A. Roll Call

Present: Ald. Taylor, Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes,  
Mayor Laux

Also Present: PC Stanke, DPW Radtke, Comp Stoffel, CA/HRD Brandt, PWS Jacobson,  
Clerk Galeazzi and the Press

B. Consideration of change to Tuition Aid Program (Held Nov. 7, 2005)

1. Bench marking annual maximum to UW-Oshkosh tuition rate.
2. Extension of commitment to the City for reimbursement.
3. Require grade for reimbursement.

CA/HRD Brandt explained current tuition aid program and what changes he was asked to make. Discussion was held on what is a satisfactory grade for completing master degree programs. Also on what other employers offer for tuition aid programs.

Moved by Ald. Taylor, seconded by Ald. Mulvey to recommend to Council to amend Article VIII A-5, Reimbursement of 100% for a grade of A or B, and 50% for a grade of C or satisfactory; Article VIII A-6, \$3,000 per employee per year with the maximum aggregate for all non-represented employees at \$10,000 per year; Article VIII A-10, increase from 24 months to 36 months reimbursement will be prorated if employee terminates employment.

**Motion failed on roll call 1-8. Ald Taylor - Yes**

II. ADJOURNMENT

Moved by Mayor Laux, seconded by Ald. Eckstein to adjourn at 5:55 p.m.

**Motion carried.**

Deborah A. Galeazzi  
City Clerk