

PERSONNEL AND LICENSE COMMITTEE REGULAR MEETING MINUTES FROM AUGUST 16TH, 2022

1. Committee Chairperson, Rick Polzin, called the regular Personnel and License Committee Meeting to order at 04:45 PM in the Common Council Chambers at Marinette City Hall, 1905 Hall Ave.
2. Upon a call of the roll, it was determined, a quorum of Committee members were present and their attendance was documented as follows:
Present: Alderpersons Keller, Kowalski, Polzin, Wolfe & Skorik
Absent: None
Others present: Mayor Genisot, Finance Director Miller, Superintendent of Public Works Carlson, HR Administrator Jen Nelson, Judge Noppenberg & Melissa Ebsch
3. **Approval of Personnel and License Committee meeting minutes.**
Alderpersons Kowalski moved/Wolfe seconded and all concurred, to **approve, as published**, the City of Marinette Personnel & License regular minutes from July 19th, 2022.
4. **Discussion and possible action regarding Building Inspector position and recommended pay range.**
HR Administrator Jen Nelson distributed a suggested pay grade range for the Building Inspector position, Nelson reached out to other municipalities to get a comparison. Currently the city has a contracted employee who works as the building Inspector. The committee discussed in the long term the city may want a building Inspector as an employee to be more permanent. The item will come back to the Personnel and License committee when ready to start posting the position. Alderperson Skorik moved/ Keller seconded and all concurred to **approve** the presented pay grade 10 for the Building Inspector position.
5. **Discussion and possible action regarding Building Inspector job description updated with "Issues City Building permits" from June 21, 2022 meeting.**
Included in today's packet is an update job description with some updates that were made by HR. Alderperson Skorik moved/ Wolfe seconded and all concurred to recommend the Common Council **approve** the presented Job description with updated information as presented.
6. **Discussion and possible action item on Compensation Study with Carlson Dettmann.**
Included in today's packet was a description and fee for a Compensation Study with Carlson Dettman. The committee discussed the need for the Compensation study and took no action on the agenda item.
7. **Consideration of Sign Erector License for 2022 for Apollo Imaging, LLC**
Pursuant to Marinette Municipal Code §'s 13.3502(D) & 9.1302 schedule A, Alderpersons Skorik moved/Wolfe seconded and all concurred, to **grant** an annual City of Marinette Sign Erector license to Apollo Imaging, LLC
8. **Consideration of Original Alcohol Beverage Retail License application to sell Class A Beer and Liquor and Cigarette and Tobacco Products application from WHRGOPS NW-WI-NWI LLC (The Store) located at 1703 Shore Drive.**
Alderperson Keller moved/ Kowalski seconded and all concurred to recommend the Common Council **approve** the Original Alcohol Beverage Retail License to sell Class A Beer and Liquor and Cigarette and Tobacco Products application from WHRGOPS NW-WI-NWI LLC (The Store) located at 1703 Shore Drive.
9. **Consideration of Temporary Class "B" fermented Malt Beverage application from Marinette Menominee Area Youth Hockey Association for Green Bay Gamblers Hockey game being held on September 17, 2022 at 2501 Pierce Ave.**
Alderpersons Skorik moved/Wolfe seconded and all concurred (Polzin abstain) to recommend the Common Council **approve** Temporary Class "B" fermented Malt Beverage license for Marinette Menominee Area Youth Hockey Association for Green Bay Gamblers Hockey game being held on September 17, 2022 at 2501 Pierce Ave.

9a. **Discussion and possible action regarding Building and Grounds job description.**

Included in today's packet is an updated Job Description with qualifications. Alderperson Skorik moved/Kowalski seconded and all concurred to recommend the Common Council **approve** the **updated** Building and Grounds job description as presented.

10. **Consideration and possible recommendation to the Common Council regarding six (6) Renewal Operator License**

Alderpersons Keller moved/Kowalski seconded and all concurred to **recommend the Common Council approve** six (6) renewal license for Justin J. Braley, Laura L. Engum. Ryan G. Hounsell, Joe J. Posephny, Amanda L. Ross, Suanne R. Rybak.

11. **Consideration of thirteen (13) new operator license applications.**

Pursuant to Marinette Municipal Code § 9.0220, Personnel and License Committee Policy No. PLC - 1.0010 and Wis. Stat. § 125.17, Alderpersons Skorik moved/Kowalski seconded and all concurred to **recommend the Common Council approve** operator licenses to the following thirteen (13) applicants: Amelia M. Agtang, Charlotte A. Bauer, Briana R. Biehl, Savannah T. Dawson-Reed, Melissa M. Demoulin, Thomas J. Farnella, Larry A. Gill, Jaya Z. Klein (contingent upon Jaya paying all fines due to the City of Marinette) Victoria K. Phillips, Curtis J. Rickling, Emily A. Sulk, Alyssa N. Thayer, Nathan J. Thomsen-Hofer and Each aforementioned operator license applicant, recommended to have licenses granted for the current licensing period expiring 6/30/2024, shall be contingent upon each applicant providing documentation to City Clerk's Office, prior to expiration date of their 60-day provisional operator license, confirming completion of a State of Wis. approved Responsible Beverage Server class.

12. **Future discussion items for next agenda.**

None requested

13. **Adjourn**

Alderpersons Skorik moved/ Wolfe seconded and all concurred to adjourn at 05:22 PM.

Lana Bero, City Clerk

The next regular Personnel & License Committee meeting is scheduled for Tuesday 9/20/22 @ 04:45 PM, or immediately following the Board of Public Works meeting, whichever is later, within the Common Council Chambers @ Marinette City Hall, 1905 Hall Ave. Marinette.