



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes - Final

Personnel Committee

Monday, October 3, 2016

6:00 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ROLL CALL

Jessie Lillibridge, Dan Koski, Debbie Dvorachek and Robert Trim from Aurora, Randy Junk, Kerry and Mary Krajnik, Bryan and Sue Marshall, Jack Ploederl, Lee Kummer, Dan Becker, Debbie Charney and Jane Rhode.

Present: 4 - Sitkiewitz, Sladky, Howe and Able

Absent: 1 - Brey

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS: None.

[16-0910](#) Approval of September 13, 2016 Personnel Committee Minutes.

[16-0911](#) Review of legal fees billed out through Human Resources.

[16-0912](#) Report out on Health Plan Funding.

[16-0913](#) Report out of Human Resources Initiatives.

[16-0914](#) Report out of City Attorney's Initiatives.

Approval of Consent Agenda

Moved by Sladky, seconded by Howe, to accept the Consent Agenda Items and place on file. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Sladky, Howe and Able

5. DISCUSSION AND ACTION ITEMS

[16-0907](#)

Discussion on Manty Health & Wellness Clinic.

The Committee discussed Manty Health and Wellness Center and the ease/issues of scheduling appointments. Alder Sladky explained some issues he was having when trying to get an appointment. Aurora representatives Debbie Dvorachek and Robert Trim attended the meeting to give some statistics about how the clinic is performing and that it has not reached its full capacity yet. Jessie Lillibridge explained that she has not heard any negative reviews from any employees that she is aware of.

At 6:10 p.m. Todd Blaser joined meeting.

[16-0916](#)

Request from DPW employees for exemption from 120-day retirement notice requirement.

Jessie Lillibridge explained that the information received from the WRS agent stating that the State requires a 90 day notice was inaccurate. Jessie is asking the committee for an exemption of the 120 day notice for two employees that already started their retirement plan process. Dan Koski explained the policy changed during the planning and asked that the two employees be exempt from the rule and collect their sick bank payout. Randy Junk was notified on 9-21-2016 with intent to retire and the policy changed on the 9-19-2016. Alder Able asked if it was possible for the employees to give the 120 days notice and it was not possible without extending the dates of retirement. Brian Marshall stated his retirement is all set to go and the process started on July 29, 2015. Kerry Krajnik stated that he started his process in December of 2015.

Alder Jim Brey joined the meeting at 6:25 p.m.

Moved by Howe, seconded by Able, to approve an exemption for Bryan Marshall and Kerry Krajnik to allow them to receive payout of their old sick bank. The motion carried by the following vote:

[16-0917](#)

Discussion and possible action on new Sick Leave Payout language.

No action.

Present: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[16-0807](#)

Wage range adjustments for 2017 and pay-for-performance discussion.

Committee discussed in depth a wage range adjustment of removing Step 1 of the current pay plan along with adding Pay Per Performance. Alder Sitkiewitz asked Jessie Lillibridge to put some metrics together to look at for the next meeting. Jessie Lillibridge recommended making a range adjustment to the current pay scale by removing step 1 as of July 1, 2017 and having new hires eligible to be hired on up to step 6.

Moved by Able, seconded by Howe, to approve removal of Step 1 from the Compensation Plan, making Step 6 the new mid-point, effective July 1, 2017. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

Moved by Able, seconded by Howe, to revise the Compensation Plan Guidelines, allowing the Department Head and HR Director the ability to hire up to Step 4 based on experience. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Sladky, Howe and Able

Nay: 1 - Brey

[16-0827](#)

Streets Laborer Talent Pool.

Alder Sitkiewitz reviewed the idea of having a talent pool to draw from for the Streets Laborer position. The committee discussed options. Jessie Lillibridge voiced concern about the idea since it is difficult to attract people now for just one opening.

Moved by Brey, seconded by Able, to develop a resolution allowing the backfill of Streets Laborers up to the budgeted amount through 2017. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[16-0909](#)

Discussion and possible action on Mayor's salary for 2017-2021 referred back to Personnel by Council.

The committee discussed the Mayor's salary for 2017-2021 which was referred back to Personnel Committee by the Common Council. Alder Sitkiewitz proposed eliminating the \$300/ month car allowance and instead rolling \$3600 into the Mayor's salary. This was discussed by committee.

Moved by Brey, seconded by Howe, to recommend presenting a resolution providing a 1% increase to the Mayoral salary each year from 2017-2020 and if necessary, presenting a resolution, that if the previous does not pass, would keep the Mayoral salary as is. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Brey

Nay: 2 - Sladky and Able

[16-0828](#)

Committee budget directives to Mayor.

None.

6. ADJOURNMENT

A motion was made by Sladky, seconded by Howe, to adjourn at 7:08 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

Submitted by Jessie Lillibridge, Human Resources Director.