



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, June 6, 2016

5:30 PM

Council Chambers

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#### 1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

#### 2. ROLL CALL

Mayor Justin Nickels, Kathleen McDaniel, Jessie Lillibridge, Todd Blaser, Gregg Kadow, Nick Reimer, Cherilyn Stewart, Dan Koski, Chad Scheinoha, Alder Dave Soeldner, Bill Jindra.

**Present:** 5 - Hennessey, Sitkiewitz, Sladky, Howe and 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.

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

- [16-0516](#) Approval of May 2, 2016 Personnel Committee Minutes.
- [16-0517](#) Review of legal fees billed out through Human Resources.
- [16-0518](#) Report out on Health Plan Funding.
- [16-0519](#) Report out of Human Resources Initiatives.
- [16-0520](#) Report out of City Attorney's Initiatives.

#### Approval of Consent Agenda

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

**Aye:** 5 - Hennessey, Sitkiewitz, Sladky, Howe and Brey

## 5. DISCUSSION AND ACTION ITEMS

### [16-0513](#)

Police Department out-of-state travel request - FBI National Academy.

Police Chief Nick Reimer addressed the committee to explain his request to attend the FBI National Academy within the next couple of years. Mayor Nickels has approved his request to attend and begin the application process to be accepted. Chief Reimer addressed concerns raised about departmental backup during his 10 week absence.

**Moved by Brey, seconded by Hennessey, that this Request be approved. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Sitkiewitz, Sladky, Howe and Brey

### [16-0521](#)

Discussion and possible action on Electrician and Electrical Inspector.

Eric Sitkiewitz opened up a lengthy discussion and reported that these two positions were defunded from the adopted 2016 budget until July 1, 2016. Todd Blaser presented a slide show of statistical data on residential and commercial and electrical permit history from 2008 to 2016, and justified his request for the increased need for the electrical inspector position. Gregg Kadow joined in the discussion. Dan Koski presented his justification of the need for a full-time electrician position. Committee discussed the workload and credentials of the current three inspectors, customer service to the public and the opportunity for the WWTF's electrician and DPI's City Electrician to serve as backup for each other. Todd Blaser addressed the collaborative efforts with Manitowoc Public Utilities. Mayor Nickels advised that these positions are fully budgeted for in 2016 effective July 1st.

**Moved by Hennessey, seconded by Brey, to increase the City Electrician to full time status and to increase the Electrical Inspector to a full time position and to fill said position. The motion carried by the following vote:**

**Aye:** 4 - Hennessey, Sitkiewitz, Howe and Brey

**Nay:** 1 - Sladky

[16-0498](#)

Request from Alder Sladky to discuss the staffing needs for Building Inspection due to workload.

Alder Sladky began a lengthy discussion about the different levels of oversight for inspections, and that the City should look into doing commercial plans reviews which would bring in revenue. He knows of a retired state inspector who currently works for the City of Two Rivers, and is interested in working part-time, and has a lot of knowledge and expertise in this field. This individual would want to be a City employee, and not a contracted employee for personal liability reasons, who would be looking at receiving \$50 per hour. This position would streamline the process of inspections. Alder Soeldner supported the concept with the committee to have the City Electrician remain full time and the Electrical Inspector position remain at part-time, to justify for this State Inspector position. Committee discussed funding for this position and the need to advertise for this position. It was the consensus of the committee to explore the idea of creating this position.

Human Resources will contact the City of Two Rivers for a copy of the job description and relevant wage, and prepare a resolution for the next Common Council meeting in support of the position.

**Moved by Sladky, seconded by Howe to have Human Resources contact the City of Two Rivers for the job description and wage and prepare a resolution for the next Common Council meeting. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Sitkiewitz, Sladky, Howe and Brey

[16-0514](#)

Discussion on implementing a bonus for 90-day retirement notices.

Eric Sitkiewitz explained that this came out of succession planning, which would benefit the City to allow more time for training replacement employees. Committee discussed the merits of such a policy, and was in agreement to discuss further at the next Personnel Committee meeting.

[16-0523](#)

Request to temporarily increase compensation for Staff Attorney due to additional hours.

Kathleen McDaniel addressed the committee relative to her upcoming leave, and the need for the Staff Attorney to work approximately 4 additional hours per week in her absence (from 20 hours per week to 24 hours per week). These additional hours would be at a cost of \$847.56 for the total time of her leave, and could be funded from the attorney budget. \$2,200 has been budgeted for the City's contribution for the Staff Attorney's WRS, which remains unused due to her part-time status. Jim Brey suggested, the Mayor recommended and the committee was in agreement to approve the use of up to the entire \$2,200 for any unexpected extra time needed throughout the leave.

**Moved by Sladky, seconded by Brey to approve the increase in compensation. Mayor Nickels recommended an amendment be made to the motion to increase the dollar amount of up to \$2,200.**

**Aye:** 5 - Hennessey, Sitkiewitz, Sladky, Howe and Brey

## 6. ADJOURNMENT

**Moved by Hennessey, seconded by Brey, to adjourn at 7:00 p.m. The motion carried by the following vote:**

**Aye:** 5 - Hennessey, Sitkiewitz, Sladky, Howe and Brey

Submitted by Jessie Lillibridge, Interim Human Resources Director.