



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, March 2, 2020

6:00 PM

Council Chambers

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#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Dan Koski, Curt Hall, and Debbie Charney

**Present:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

#### 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

- [20-0214](#) Approval of February 3, 2020 Personnel Committee Minutes
- [20-0215](#) Review of legal fees billed out through February, 2020-Human Resources
- [20-0218](#) Report out of Human Resources Initiatives March, 2020
- [20-0219](#) Report out of City Attorney's Initiatives March, 2020

#### Approval of the Consent Agenda

**Moved by Williams, seconded by Hansen, to accept the Consent Agenda Items.  
The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

#### 5. Discussion and Action Items

- [20-0002](#) Discussion on Job Description for Administrative Assistant to the Mayor and Possible Reprice Request

There was no discussion on this agenda item

**Moved by Kummer, seconded by Williams, that the agenda item Discussion on Job Description for Administrative Assistant to the Mayor and Possible Reprice Request be placed on file. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0061](#)

Request from DPI to Approve DPI Lead Seasonal Position

Dan Koski reviewed with the committee that last month there was discussion on this item in closed session on creating a new part time position and to bring it for discussion at this meeting, and there was approval at Council only to approve an interim position for no more than 1200 hours. The committee directed staff to create a job description, gather information on fiscal impact, get the job priced and bring back to the committee in April.

[20-0220](#)

Discussion and Possible Action on Backfilling and Training Overlap of the Building & Grounds Custodian Position for Safety Building, Sr. Center and Rahr-West Due to a Retirement

Dan Koski explained to the committee there is a retirement coming up and the scenario for an overlap of up to 2 months was discussed during budget time. There was a resolution in December of 2019 that authorized an overlap up to 4 weeks without council approval. Koski brought it forward because the amount of time needed for the overlap will be dependent on the recruitment process. The fiscal impact presented showed 2 months.

**Moved by Czekala, seconded by Williams, to approve the backfilling and training overlap of the Building & Grounds Custodian position for Safety Building, Sr. Center and Rahr-West due to a retirement and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0226](#)

Benefits Consultant-Request for Proposals

Human Resources Director Lillibridge explained to the committee that in 2017 there was a RFP done for a new benefits consultant. ABRC was selected for the City's consultant for three years and the signed contract expires in December of 2020. When this was done back in 2017, the committee asked Human Resources to conduct another RFP in 2020. There was some discussion on doing benefit selection internally.

**Moved by Sitkiewitz, seconded by Hansen, to approve a request to conduct a Request for Proposal for a Benefit Consultant and bring recommendations back to the April meeting. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0145](#)

Discussion of possible FTE overlap in Manitowoc Fire and Rescue Department organizational chart.

Fire Chief Todd Blaser explained to the committee that there are two current vacancies and a third anticipated with a planned September 12, 2020 retirement. Blaser would like to have the ability to start recruit class with all three new hires for time and training purposes. Blaser explained that he worked with finance to keep this request budget neutral and asked for permission to move forward with hiring three at this time.

**Moved by Kummer, seconded by Williams, to approve the overlap of one FTE in the Manitowoc Fire and Rescue Department for training purposes and to refer to council. The motion carried by the following vote:**

**Aye:** 4 - Czekala, Kummer, Williams and Hansen

**Nay:** 1 - Sitkiewitz

## 6. Convene in Closed Session

**Moved by Williams, seconded by Hansen, to convene in closed session at 6:19 p.m. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

[20-0227](#) Firefighter Bargaining

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The specific subject matter that may be considered in closed session is:

[19-0975](#) DWD Complaint

(Closed Session portion of the Minutes has been redacted.)

## 7. Reconvene in Open Session

**Moved by Sitkiewitz, seconded by Williams, to reconvene in open session at 6:53 p.m. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

No Discussion on this Agenda Item

[20-0227](#) Firefighter Bargaining

No Discussion on this Agenda Item

[19-0975](#) DWD Complaint

No Discussion on this Agenda Item

## 8. Adjournment

**Moved by Sitkiewitz, seconded by Williams, that this meeting be adjourned at 6:54 p.m. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

Submitted by Debbie Charney, Human Resources Generalist