



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, November 7, 2016

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

Mayor Justin Nickels, Kathleen McDaniel, Jessie Lillibridge, Jim Muenzenmeyer, Chad Scheinoha, Beth Kirchman, Alder Lee Kummer, Denise Larson, Todd Blaser, Dan Koski, Debbie Charney, Alder Czekala, Brian Helminger.

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

#### 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

[16-1021](#) Approval of October 3, 2016 Personnel Committee Minutes.

[16-1022](#) Review of legal fees billed out through Human Resources.

[16-1023](#) Report out on Health Plan Funding.

[16-1024](#) Report out of Human Resources Initiatives.

[16-1025](#) Report out of City Attorney's Initiatives.

#### Approval of the Consent Agenda

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

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

## 5. DISCUSSION AND ACTION ITEMS

### [16-1012](#)

Request to advertise and fill Bridgetender position due to retirement.

Discussion to hire and fill a vacant Bridgetender due to a retirement and Chad Sheinoha explained there would be no change to current bridgetender job description.

**Moved by Sladky, seconded by Able, to recommend filling the position and forwarding to Public Infrastructure Committee. The motion carried by the following vote:**

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

### [16-1014](#)

Request to backfill vacant WWTF Operator positions up to the budgeted amount through 2017.

Discussion about backfilling vacant WWTF Operator positions through 2017 began.

Brian Helminger joined the meeting at 6:05 p.m.

Helminger explained the turnover rate and the process to go through for approval to hire new candidates is timely. He requested the ability to hire with no approval. Committee discussed how shift change was going since implementation a few months back.

**Moved by Able, seconded by Brey to approve backfilling vacant WWTF operator positions through 2017 up to budgeted amount. The motion carried by the following vote:**

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

### [16-1013](#)

Transit Department re-organization.

Jim Muenzenmeyer explained to members the desire to add a Transit Operations Supervisor position. This position would eliminate the current Clerk position in transit. This position addition would be budget neutral at this point for 2017.

**Moved by Able, seconded by Brey, to recommend approval of the new job description and re-organization and refer to the Public Infrastructure Committee. The motion carried by the following vote:**

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

**Nay:** 1 - Sladky

[16-1015](#)

Request to backfill the Mayor's Administrative Assistant position due to resignation.

Mayor Justin Nickels explained that the Administrative Assistant to the Mayor position is now vacant due to a recent resignation. He asked for approval to fill the position with hopes to hire by the end of November.

**Moved by Able, seconded by Sladky to approve the backfill of Administrative Assistant for the Mayor. The motion carried by the following vote:**

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

[16-1016](#)

Discussion and possible action on increasing Mayoral salary beginning in April, 2017.

Attorney McDaniel addressed the committee members in regards to setting the Mayoral wage rate by December 1, 2016 with the inability to alter the wage after that date. Alder Jim Brey handed out a wage schedule he created and made a motion for a resolution for Mayoral Salary for April, 2017 for \$73,043 and April 2018 to remain at \$73,043 and an increase of 1% in April of 2019 of \$73,773 and a 2% increase in April 2020 of \$75,248.

**Moved by Brey, seconded by Howe to approve setting a schedule for Mayoral salary through 2020. The motion carried by the following vote:**

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

**Nay:** 1 - Sladky

16-1018

Discussion and possible action on the wages and age requirements of seasonal positions.

Denise Larson and Dan Koski spoke about the hiring of lifeguards for the Aquatic Center. Seventeen is now the hiring age even though someone can be certified at age 15 and hired at the age of 16 in Wisconsin. Also talked about was the fact that the age of 18 is the current age for hiring seasonals for lawn mowing and other position requiring running equipment. Koski and Larson are recommending hiring at the age of 16 for all seasonals moving forward. A motion was made and seconded to hire at the age of 16.

Jessie Lillibridge spoke about seasonal wages. She reached out to both the Manitowoc Public School Human Resources and the Manitowoc County Human Resources to ask what rate/wage scale they adhere to for seasonals. Neither have a policy set but do start all of their seasonal hires and/or substitutes at \$10/hr. and go up a quarter each year those employees come back. There was discussion about the seasonal snow plow operators and increasing the pay from \$16-25\$ /hr. This topic was tabled and no action was taken at the time since this is part of the 5017 proposed budget.

**Moved by Brey, seconded by Howe to approve the hiring at the age of 16 years of age. The motion carried by the following vote:**

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

16-1019

Discussion on 2017 Budget.

No discussion or action taken.

## 6. CONVENE IN CLOSED SESSION

**Moved by Able, seconded by Howe, to convene in closed session at 7:12 p.m.  
The motion carried by the following vote:**

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

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

[16-1020](#) Discussion and review of select 2015 performance reviews as related to pay-for-performance.

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

[16-0821](#) Transit Grievance - Teamsters No. 662.

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

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:

[16-0821](#) Transit Grievance - Teamsters No. 662.

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

[16-1001](#) Request to Enter into 2017 DPW Wage Agreement with Local 662.

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

## 7. RECONVENE IN OPEN SESSION

**Moved by Able, seconded by Brey to reconvene in open session at 8:25 p.m. The motion carried by the following vote:**

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

[16-1017](#) Discussion and possible action on pay-for-performance and funding.

There was no discussion.

[16-0821](#) Transit Grievance - Teamsters No. 662.

**Moved by Brey, seconded by Sladky to deny the Transit grievance-Teamsters No. 662. The motion carried by the following vote:**

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

[16-1001](#) Request to Enter into 2017 DPW Wage Agreement with Local 662.

**Moved by Able, seconded by Howe, to place on file. The motion carried by the following vote:**

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

## 8. ADJOURNMENT

**Moved by Sladky, seconded by Brey to adjourn at 8:22 p.m. The motion carried by the following vote:**

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

*Submitted by Jessie Lillibridge, Human Resources Director*