



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, March 4, 2024

5:30 PM Council Chambers-Meeting is also available via Remote Conferencing-Zoom

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#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Eric Nycz, Ben Molnar, Scott Larsen, Todd Blaser, Courtney Hansen, and Debbie Charney

**Present:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek 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: None

- [24-1233](#) Approval of January 4, 2023 Personnel Committee Minutes
- [24-1234](#) Review of Legal Fees Billed out Through February, 2024-Human Resources
- [24-1237](#) Quarterly Report out on Health Plan
- [24-1235](#) Report out of Human Resource's Office Initiatives March, 2024
- [24-1236](#) Report out of City Attorney's Office Initiatives March, 2024

#### Approval of the Consent Agenda

**Moved by Sitkiewitz, seconded by Vanderkin, to accept the Consent Agenda items as presented. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

#### 5. Discussion and Action Items

[24-1238](#)

Request to Refer Self-Funded Workers' Compensation Plan Agreement  
Resolution for 2025-2027 to Council

Human Resources Director, Jessie Lillibridge, explained to the committee that this request is required by the Department of Workforce Development every three years because the City's Workers Compensation Plan is self-insured.

**Moved by Brey, seconded by Sitkiewitz, to approve the request to refer the self-funded workers' compensation plan agreement resolution for 2025-2027 and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

[24-1240](#)

Request to Approve the Destination Marketing Intern Position and Pay Rate

Tourism Director, Courtney Hansen, explained to the committee the reasoning for the request to add an Intern position for 2024 to the Tourism department. This request would be included in a budget request for 2025 approval.

**Moved by Sitkiewitz, seconded by Kaderabek, to approve the request for a Seasonal Destination Marketing Intern position and the pay rate and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

## 6. Convene In Closed Session

**Moved by Brey, seconded by Vanderkin, to convene in closed session at 5:38 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

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:

[24-1239](#)

Manitowoc Firefighters Local 368 Grievance Appeal

There was no discussion on this item.

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

## 7. Reconvene In Open Session

**Moved by Brey, seconded by Vanderkin, to reconvene in open session at 6:30 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

[24-1239](#)

Manitowoc Firefighters Local 368 Grievance Appeal

**Moved by Sitkiewitz, seconded by Vanderkin, to deny the grievance and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

## 8. Adjournment

**Moved by Vanderkin, seconded by Kaderabek, that this meeting be adjourned at 6:31 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

Submitted by Debbie Charney, Human Resources Generalist