



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Thursday, November 10, 2022

5:30 PM Council Chambers. Meeting 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, Justin Nickels, Kara Ottum, Pam Wimmer, and Debbie Charney.

**Present:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

#### 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

#### Approval of the Consent Agenda

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

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0878](#) Approval of the October 3, 2022 Personnel Committee Minutes

[22-0879](#) Review of Legal Fees Billed out Through October, 2022-Human Resources

[22-0931](#) Quarterly Report out on Health Plans

[22-0880](#) Report out of Human Resources Office Initiatives November, 2022

[22-0881](#) Report out of City Attorney's Office Initiatives November, 2022

#### 5. Discussion and Action Items

[22-0930](#)

Request for Resolution for One-Time Bonus Pay for City Attorney Department  
Employee Jane Rhode

Human Resources Director Jessie Lillibridge explained to the committee the recommendation for a one-time lump sum bonus to be paid to Jane Rhode of the City Attorney's office. This recommendation is due to the fact that Jane has taken on many extra duties with the resignation of the City Attorney and the Assistant City Attorney.

**Moved by Cummings, seconded by Beeman, to approve this recommendation as presented and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

**Moved by Czekala, seconded by Cummings, that this recommendation for a one-time bonus pay for Jane Rhode be amended from \$2500 to \$3000 and referred to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0926](#)

Memo with Possible Compensation and Benefits Recommendations

Discussion was had on this item regarding possible changes in the future to compensation and benefits. No action was taken and this item will be put on the December agenda.

[22-0901](#)

Discussion on the Potential Adjustment of the Stipend that the Harbor Master Position Receives

Human Resources Director Jessie Lillibridge explained to the committee the history of the Harbor Master position and salary and requested for the pay to be \$100 per pay period starting in 2023.

**Moved by Czekala, seconded by Cummings, that this request to adjust the stipend that the Harbor Master position receives from \$100/month to \$100/pay period beginning in 2023 be accepted as recommended with a resolution and be referred to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0900](#)

Request for Resolution to Approve Offering a \$2000 Sign-On Bonus to Newly Hired Part-Time Transit Drivers for 2023 with a Pro-Rated Payback if the New Hire Did Not Retain Continued Employment with the City of Up to One Year From the Date of Hire.

Transit Division Manager, Kara Ottum, spoke to the committee about the request for a \$2000 bonus in comparison to other areas offering bonuses.

**Moved by Cummings, seconded by Vanderkin, that this request for a resolution to approve offering a \$2000 sign-on bonus to newly hired part-time Transit Drivers for 2023 with a pro-rated payback if the new hire did not retain continued employment with the City of up to one year from the date of hire be accepted**

and referred to Council. The motion carried by the following vote:

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

## 6. Convene in Closed Session

**Moved by Vanderkin, seconded by Czekala, to convene in closed session at 6:04 p.m. The motion carried by the following roll call vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

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:

[22-0818](#) Teamsters Local No. 662 Grievance Discussion and Possible Action

[22-0613](#) Teamsters Local No. 662 Transit Contract Negotiations

**Moved by Vanderkin, seconded by Czekala, to refer to the City Attorney's office based on a recommendation in closed session. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

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

## 7. Reconvene in Open Session

**Moved by Czekala, seconded by Vanderkin, to reconvene in open session at 6:17p.m. The motion carried by the following roll call vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0818](#) Teamsters Local No. 662 Grievance Discussion and Possible Action

There was no discussion on this item. Referred to the City Attorney's office based on a recommendation in closed session.

**Moved by Vanderkin, seconded by Czekala, to refer to City Attorney's office based on a recommendation in closed session. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

[22-0613](#) Teamsters Local No. 662 Transit Contract Negotiations

There was no action taken on this item.

## 8. Adjournment

**Moved by Vanderkin, seconded by Czekala, that this meeting be adjourned at 6:19 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Cummings and Beeman

Submitted by Debbie Charney, Human Resources Generalist