



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, June 5, 2023

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, Dan Koski, Nick Reimer, Todd Blaser, Eric Nycz, Debbie Charney, and Pam Wimmer

**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

#### Approval of the Consent Agenda

**Moved by Vanderkin, seconded by Kaderabek, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:**

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

[23-0460](#)

[23-0461](#)

[23-0462](#)

[23-0463](#)

#### 5. Discussion and Action Items

[23-0464](#)

Human Resources Director, Jessie Lillibridge, stated that the Fire Rescue Administrative Assistant job description was created in 2014 based on qualifications of the employee who held the position at that time. She also explained that this is the only Administrative Assistant position in Grade G, while all the other Administrative Assistants are in Grade H and that her job duties no longer align with the job description.

**Moved by Brey, seconded by Vanderkin, to approve the request to reclassify the Fire Rescue Administrative Assistant position on the Compensation Plan Structure 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 Vanderkin, seconded by Kaderabek, to convene in closed session at 5:35 p.m. The motion carried by the following roll 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)(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:.

[23-0470](#)

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:

[23-0185](#) Police Contract Bargaining 2024-2026

(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 6:02 p.m.. The motion carried by the following roll call vote:**

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

[23-0470](#)

[23-0185](#) Police Contract Bargaining 2024-2026

There was no discussion on this item

[23-0479](#)

Human Resources Director, Jessie Lillibridge, explained last few offers for this position were turned down due to the current pay rate of \$9.40. Also mentioned was that some of the seasonal employees receive a higher rate than the current Rahr-West Art Museum Visitor Service Clerks. Moving current employees to pay rate \$11.65 at pay grade L2 will help with the hiring for this position.

**Moved by Sitkiewitz, seconded by Kaderabek, to approve the request to reclassify Rahr-West Art Museum Visitor Service Clerk on the Compensation Plan Structure and refer to Council. The motion carried by the following vote:**

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

[23-0471](#)

Human Resources Director, Jessie Lillibridge, explained that the compensation plan needs some slight revisions. Based on last years discussion, the recommendation is being made that employees be moved automatically to market rate after 5 years of successful performance in their role stating that the employees would be skilled enough and for retention purposes. And that employees with 10 yrs of employment receive a \$2500 lump sum bonus. Alderperson Brey questioned why 10 yrs and was answered to make it a goal of 10 yrs to stay with the City.

**Moved by Sitkiewitz, seconded by Brey, to approve the employee compensation recommendations for 2024 and refer to Council. The motion carried by the following vote:**

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

[23-0472](#)

Human Resources Director, Jessie Lillibridge, explained the changes in the Employee Policy Manual and the adjustment to the compensation language. The language to be adjusted include the following: negative PTO language to be removed, unpaid leave language and the types of leaves prior to going on unpaid leave, and annual clothing allowance for Community Service Worker Supervisor/Fleet Maintenance. Alderperson Sitkiewitz questioned why can't go negative for employees who don't have PTO for their first 30 days. Jessie stated that it causes administrative issues.

**Moved by Brey, seconded by Kaderabek, that this Request be approve the Employee Policy Manual Revisions-June, 2023 and refer to Council. The motion carried by the following vote:**

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

[23-0465](#)

Human Resources Director, Jessie Lillibridge explained that this is for the renewing of the agreement only without any changes.

**Moved by Vanderkin, seconded by Kaderabek, to approve the request to renew Concordia University Agreement Partnership 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 Sitkiewitz, that this meeting be adjourned at 6:17 p.m. The motion carried by the following vote:**

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

Submitted by Pam Wimmer, Human Resources Assistant