



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, March 6, 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 5:38 p.m.

#### 2. Roll Call

Jessie Lillibridge, Todd Blaser, Nick Reimer, and Debbie Charney

**Present:** 3 - Sitkiewitz, Vanderkin and Cummings

**Absent:** 1 - 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 Cummings, to accept the Consent Agenda Items as presented. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

[23-0160](#) Approval of February 6, 2023 Personnel Committee Minutes.

**Attachments:** [MeetingMinutes 02.06.23](#)

[23-0161](#) Review of Legal Fees Billed out Through February, 2023-Human Resources.

**Attachments:** [\\_OUTSIDE LEGAL COUNSEL FOR HR Costs](#)

[23-0168](#) Quarterly Report out on Health Plan.

**Attachments:** [Med MER 1222 Q4 no HCCs](#)

[23-0162](#) Report out of Human Resources Office Initiatives March, 2023.

**Attachments:** [HR Update March 2023](#)

[23-0163](#) Report out of City Attorney's Office Initiatives March, 2023.

**Attachments:** [Attorney's Office Update March 2023](#)

## 5. Discussion and Action Items

[23-0164](#) Request to Approve Recommended Revisions to Charter Ordinance Section 2.070.

**Attachments:** [Memo to PC re Chart Ord for Officers.pdf](#)

[REVISION of 2.070 CHARTER ORD CLARIFY INDEFINITE TENURE FOR APPOINTMENTS OF CITY OFFICERS](#)

Human Resources Director, Jessie Lillibridge, explained the reasoning for the Charter Ordinance Section 2.070 language changes to the committee.

**Moved by Vanderkin, seconded by Cummings, that this request to approve Charter Ordinance Section 2.070 revisions be accepted and referred to Council. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

[23-0167](#) Request to Approve Recommended Revisions to Social Media Policy.

**Attachments:** [Social Media Policy 03.2023 Draft Revisions for Council](#)

Human Resources Director, Jessie Lillibridge, explained the reasoning for the Social Media Policy language changes to the committee.

**Moved by Cummings, seconded by Vanderkin, that this request to approve Social Media Policy revisions be accepted and referred to Council. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

[23-0183](#) Request for Resolution to Hire City Clerk Administrative Support Specialist Related to Elected Officials, Department Heads, or Supervisory Personnel.

**Attachments:** [Res to hire Jenny Tegen-City Clerk-Administrative Support Specialist-04-2023](#)

Human Resources Director, Jessie Lillibridge, stated that the request was made due to ordinance.

**Moved by Cummings, seconded by Vanderkin, that this request to approve the hiring of City Clerk-Administrative Support Specialist related to Community Development Director be accepted and referred to Council. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

[23-0184](#) Request to Make Contingent Job Offer to Firefighter Candidates in Process of Obtaining Needed Certification.

**Attachments:** [Personnel MFRD Request 3.1.23](#)  
[Job Description-Firefighter-Paramedic 10057](#)

Fire Chief, Todd Blaser, presented to the committee that there are five openings within Fire Rescue and that recruitment has been challenging. Currently there are six candidates. Two of them have the required Firefighter/Paramedic certifications and the others do not meet the minimum qualifications. Those candidates that do not meet the minimum qualifications are currently in the process of obtaining certification. The request is to move all six candidates forward to Police and Fire Commission list for approval to give contingent offers under the condition that they have six months to complete their certifications. If they do not obtain the required certification within the six months, they will be terminated.

**Moved by Vanderkin, seconded by Cummings, that this request to approve making contingent offers to Firefighter/Paramedic candidates, with the understanding that the candidates have six months to obtain the required certifications or be terminated be accepted and referred to council. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

## 6. Convene in Closed Session

**Moved by Vanderkin, seconded by Cummings, to convene in closed session at 5:54 p.m. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

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.

**Attachments:** [Manitowoc Reopener Letter-PD 02-28-2023](#)

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

## 7. Reconvene in Open Session

**Moved by Vanderkin, seconded by Cummings, to reconvene in open session at 6:03 p.m. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

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

**Attachments:** [Manitowoc Reopener Letter-PD 02-28-2023](#)

There was no action taken on this item.

## 8. Adjournment

**Moved by Vanderkin, seconded by Cummings, that this meeting be adjourned at 6:03 p.m. The motion carried by the following vote:**

**Aye:** 3 - Sitkiewitz, Vanderkin and Cummings

Submitted by Pamela Wimmer, Human Resources Assistant