



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, February 3, 2020

6:00 PM

Council Chambers

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

Jessie Lillibridge, Justin Nickels, Dan Koski, Jeremiah Novak, Curt Hall, Kathleen McDaniel, Chad Scheinoha, and Debbie Charney

Present: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

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

- [20-0041](#) Approval of January 6, 2020 Personnel Committee Minutes
- [20-0042](#) Review of legal fees billed out through January, 2020-Human Resources
- [20-0043](#) Report out on Health Plan Funding
- [20-0044](#) Report out of Human Resources Initiatives February, 2020
- [20-0045](#) Report out of City Attorney's Initiatives February, 2020

Approval of the Consent Agenda

**Moved by Sitkiewitz, seconded by Williams, to accept the Consent Agenda Items.
The motion carried by the following vote:**

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

5. Discussion and Action Items

- [20-0057](#) Out of State Travel Request -Snow Plow Training-Ohio-DPI

Chad Scheinoha explained to the committee that this is the biggest show in the nation and the only certified training available.

Moved by Kummer, seconded by Sitkiewitz, to approve this Out of State Travel Request-DPI-North American Snow Conference (APWA)-April 20-21, 2020-Cleveland, OH and refer it to council for consent. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0109](#)

Out of State Travel Request-FASTER Conference-DPI

No Discussion

Moved by Sitkiewitz, seconded by Hansen, to approve this out of state travel request-DPI- FASTER User Training Conference-March 22-March 25, 2020-Virginia Beach, VA for two employee and refer to council for consent. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[20-0061](#)

Request from DPI to Approve DPI Lead Seasonal Position

No Discussion

[20-0002](#)

Discussion on Job Description for Administrative Assistant to the Mayor and Possible Reprice Request

Mayor Nickels explained to committee that the job description presented is what is currently being done in the office. The committee requested Human Resources Director send the job description out for repricing and bring the results back to the March committee meeting.

Moved by Sitkiewitz, seconded by Hansen, to have the Administrative Assistant to the Mayor job description sent out for repricing and brought back to the Personnel Committee in March and approve the updated job description. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Williams and Hansen

Nay: 1 - Kummer

[20-0058](#)

New Years Eve Holiday Pay - Request to Revise Employee Policy Manual

Alder Czekala explained to the committee that an employee requested to have this item on the agenda to have New Years Eve become a Holiday for the City due to such low traffic at City Hall that day. There was some discussion on comparative for Holiday Pay with other municipalities based on an informal survey Lillibridge conducted in 2018 with the City of Manitowoc at 8.5 Holidays and other municipalities averaging 10.28.

Moved by Czekala, seconded by Hansen, that this Request be approved and referred to council to grant employees 1/2 day of holiday pay on the day observed if on a Monday-Friday for New Years Eve (December 31st). The motion

carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Williams and Hansen

Nay: 1 - Kummer

[20-0060](#) 2020 Seasonal Hiring Policy Updates

Human Resources Director Lillibridge explained the main changes to the seasonal hiring policy being the addition of Kronos into process, that employees need to work at least 60 days to be eligible to move to the next paygrade, and clarified where employees would be on the payscale when transitioning between different positions. Appendix C was cleaned up to keep it current with our positions and rates. Lillibridge stated that moving forward she will be bringing the seasonal rate sheet to committee in June or July so there can be discussion on it in time for the budget process. There was some discussion on the rates on the Library Intern position.

Moved by Kummer, seconded by Williams, to amend the policy to strike any reference to Library summer intern position in the wage scale for year one and all years thereafter. The motion failed by the following vote:

Aye: 2 - Kummer and Williams

Nay: 3 - Czekala, Sitkiewitz and Hansen

Moved by Sitkiewitz, seconded by Hansen, to approve the 2020 Seasonal Hiring Policy as is and refer to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Williams and Hansen

Nay: 1 - Kummer

6. Convene in Closed Session

Moved by Williams, seconded by Hansen, to convene in closed session at 6:05 p.m.. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

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:

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[19-0975](#) DWD Complaint

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)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

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

[20-0108](#) Request to Temporarily Staff Position at Zoo Due to Employee Medical Leave

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

7. Reconvene in Open Session

Moved by Sitkiewitz, seconded by Williams, to reconvene in open session at 7:11 p.m. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

No Discussion

[19-0975](#) DWD Complaint

No Discussion

[20-0108](#) Request to Temporarily Staff Position at Zoo Due to Employee Medical Leave

Moved by Sitkiewitz, seconded by Williams, to approve the recommendation to temporarily staff a position at the zoo at the recommended rate of pay; not to exceed 1200 hours in a rolling calander year and refer to council. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

8. Adjournment

Moved by Sitkiewitz, seconded by Czekala, that this meeting be adjourned at 7:33 p.m.. The motion carried by the following vote:

Aye: 5 - Czekala, Sitkiewitz, Kummer, Williams and Hansen

Submitted by Debbie Charney, Human Resources Generalist