



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Wednesday, November 11, 2020

5:30 PM Council Chambers. Meeting also available via Remote Conferencing

1. Call to Order

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

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Justin Nickels, Scott McMeans, Dan Koski, Kara Ottum, and Debbie Charney.

Present: 4 - Czekala, Sitkiewitz, Hansen and Schlei

Absent: 1 - Bailey

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

- [20-0962](#) Approval of September 8, 2020 Personnel Committee Minutes
- [20-0963](#) Review of Legal Fees Billed out Through October, 2020-Human Resources
- [20-0964](#) Report out on Health Plan Funding
- [20-0965](#) Report out of Human Resources Initiatives November, 2020
- [20-0966](#) Report out of City Attorney's Initiatives November, 2020

Approval of the Consent Agenda

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

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

5. Discussion and Action Items

[20-1072](#)

Approval of Transit Driver Team Leader Job Description

Dan Koski explained to the committee that the request is for approval of a job description for a second shift driver to handle minor issues that come up and be the go to person. Koski explained that this was negotiated in the contract.

Moved by Sitkiewitz, seconded by Hansen, that this request to approve the Transit Driver Team Leader job description be approved and referred to council.

The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-1074](#)

Resolution to Approve Offering a \$500 Sign-On Bonus to Newly Hired Part-Time Transit Drivers for 2021 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

Dan Koski explained that this bonus for new drivers has been in place for a few years now and is helping to attract drivers.

This Resolution was approved and referred to council

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-1075](#)

Resolution to Hire B&G Maintenance Mechanic Related to Elected Officials, Department Heads, or Supervisory Personnel

Dan Koski explained that this applicant is related to a supervisor in the department but will not be working with that person at all since it is two different divisions.

This Resolution was approved and referred to council

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-1073](#)

Resolution to Backfill Vacant Positions up to the Budgeted Amount Through 2021 for Transit Drivers, Police Officers, Firefighters, WWTF Operators, Seasonals, and DPI Laborers.

Jessie Lillibridge explained that this request is brought forward each year so that these positions can be backfilled in a quick fashion. With the hiring freeze in place, this was still brought forward in case the hiring freeze is lifted during the year.

Moved by Sitkiewitz, seconded by Schlei, that this Request be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

[20-1076](#)

Resolution Approving Revised Pandemic Response Protocols Policy

Jessie Lillibridge explained that this policy was approved in August of 2020 and the CDC and DHS have made changes so there is a need to update the policy to reflect these changes. Lillibridge asked for approval for authorization of the Fire Chief and HR Director to make changes to the policy in the future as needed without Council approval. Alder Sitkiewitz explained that he believes that policies should continue to go through Council for approval.

Moved by Sitkiewitz, seconded by Hansen, that this request for a resolution to approve revisions of the Pandemic Response Protocols Policy be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

6. Convene in Closed Session

Moved by Sitkiewitz, seconded by Schlei, to convene in closed session at 5:45 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

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:

[20-0898](#) Police Contract Bargaining

[20-0227](#) Firefighter Bargaining

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:

[20-1077](#) Audit Results from Central States

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

7. Reconvene in Open Session

Moved by Sitkiewitz, seconded by Schlei, to reconvene in open session at 6:13 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

- [20-0898](#) Police Contract Bargaining
No discussion/action on this item
- [20-0227](#) Firefighter Bargaining
No discussion/action on this item
- [20-1077](#) Audit Results from Central States
No discussion/action on this item

8. Adjournment

Moved by Schlei, seconded by Sitkiewitz, that this meeting be adjourned at 6:13 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Hansen and Schlei

Submitted by Debbie Charney, Human Resources Generalist