



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, November 4, 2019

6:00 PM

Council Chambers

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#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Justin Nickels, Dan Koski, Jeremiah Novak, Stacey Groll, Nick Reimer, Nick Mueller, Adam Tegen, and Debbie Charney.

**Present:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

#### 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: Report out of City Attorney's Initiatives November, 2019

[19-1179](#) Approval of October 7, 2019 Personnel Committee Minutes

[19-1180](#) Review of legal fees billed out through October, 2019-Human Resources

[19-1181](#) Report out on Health Plan Funding

[19-1182](#) Report out of Human Resources Initiatives November, 2019

#### Approval of the Consent Agenda

**Moved by Kummer, seconded by Williams, to accept the Consent Agenda items as amended. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

#### 5. Discussion and Action Items

[19-1183](#) Report out of City Attorney's Initiatives November, 2019

Alder Czekala requested this item be taken out of consent. There was

some discussion on the unusual open records request for July 2019 involving the District 10 Alder appointment and the time it takes to gather all of the information.

**Moved by Sitkiewitz, seconded by Czekala, that the Report out of City Attorney's Initiatives November, 2019 be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

[19-1184](#)

Request to Backfill Vacant Positions up to the Budgeted Amount Through 2020 for Transit Drivers, Police Officers, Firefighters, and DPI Laborers.

Alder Sitkiewitz asked how this has been working in the past since it is something that continues to be approved. Human Resources Director explained that this is a request that has been done in the past for ease of hiring and has been working out well for quick recruiting.

**Moved by Sitkiewitz, seconded by Kummer, to approve the request to backfill vacant positions up to the budgeted amount through 2020 for Transit Drivers, Police Officers, Firefighters, and DPI Laborers and refer to council. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

[19-1185](#)

Request to approve revised/new job descriptions and/or repricing for:

- Administrative Assistant-Community Development
- Administrative Assistant-Fire Rescue/Inspection
- Associate Planner-Business and Housing Development-Community Development
- Administrative Assistant to the Mayor/Chief of Staff.

Additionally, a request to approve adding an additional position of Community Service Worker II at the Police Department.

Human Resources Director Lillibridge explained to the Committee that an Administrative Assistant for the Community Development department was requested to the Mayor through the Personnel Committee as a new position. This position was forwarded to Carlson Dettmann and it was recommended to a Grade H position.

**Moved by Sitkiewitz, seconded by Pelot, to approve the Administrative Assistant-Community Development job being added, the new job description, and placement at Grade H and refer to council. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Pelot

**Nay:** 2 - Kummer and Williams

**Moved by Sitkiewitz, seconded by Pelot, to approve the Administrative Assistant-Fire Rescue/Inspection job description change and that this position is utilized full time in that department and refer to council. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

Nick Mueller and Adam Tegen gave an overview of the revisions for the Associate Planner-Business and Housing Development in Community Development. Since Tegen is very new in the role, Mueller explained that he and the former Director, April Kroner worked together to develop the revisions based on how the role was moving and the duties being performed.

**Moved by Kummer, seconded by Czekala, to keep the original job description, Associate Planner-Business and Housing Development for Community Development- as is and make no changes moving forward. There was no vote on this motion.**

**Moved by Sitkiewitz, seconded by Williams, to approve the revised job description as presented for Planner-Business and Housing Development for Community Development.**

**Moved by Czekala to amend the approval and change to Grade M for the Associate Planner-Business and Housing Development for Community Development. Motion failed for a lack of a second.**

**The motion to approve the revised job description as presented for Planner-Business and Housing Development for Community Development carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

Mayor Nickels and Stacey Groll presented to the Committee their reasonings for the proposed Chief of Staff position to replace the current Administrative Assistant to the Mayor position. After Committee discussion, Sitkiewitz recommended bringing the current job description for the Administrative Assistant to the Mayor's to the Personnel Committee meeting in December for discussion and review.

**Moved by Kummer, seconded by Williams, to deny the proposed Chief of Staff position addition and job description. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

Police Chief Nick Reimer explained to the Committee the reasons that the request to add an additional Community Service Worker II to the Police Department is necessary. The main focus is to free up time from the Police Officers who are doing the work when the Community Service Worker II is not available. The additional position would be second shift. The Mayor stated that he supports this additional position.

**Moved by Czekala, seconded by Williams, to approve the request to create an additional Community Service Worker II position at the Police Department beginning in 2020 and refer to council. The motion carried by the following vote:**

**Aye:** 4 - Czekala, Kummer, Williams and Pelot

**Nay:** 1 - Sitkiewitz

[19-1186](#)

Resolution to approve offering a \$500 sign-on bonus to newly hired part-time Transit Drivers for 2020 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

Human Resources Director Lillibridge explained that Kara Ottum, Transit Division Manager, brought forward this request for 2020 to continue to attract quality drivers. Alder Sitkiewitz asked if this has been effective and Lillibridge explained that there is no way to track but does believe it to be beneficial due to the fact that we can only offer new drivers part time. Dan Koski was also at the table to confirm this information.

**Moved by Sitkiewitz, seconded by Williams, to approve offering a \$500 sign-on bonuns for 2020 to newly hired Transit Drivers and refer to council as a resolution. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

## 6. Convene in Closed Session

**Moved by Williams, seconded by Pelot, to convene in closed session at 7:52 p.m. The motion carried by the following roll call vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

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

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

## 7. Reconvene in Open Session

**Moved by Williams, seconded by Sitkiewitz, to reconvene in open session at 7:57 p.m. The motion carried by the following roll call vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

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

No discussion

[19-0975](#) DWD Complaint

No discussion

## 8. Adjournment

**Moved by Sitkiewitz, seconded by Williams, that this meeting be adjourned at 8:00 p.m. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Kummer, Williams and Pelot

Submitted by Debbie Charney, Human Resources Generalist