



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, December 4, 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, Eric Nycz, and Debbie Charney

**Present:** 4 - Vanderkin, Schlei, Kaderabek and Brey

**Absent:** 1 - Sitkiewitz

#### 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 as presented. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

[23-1019](#) Approval of November 6, 2023 Personnel Committee Minutes

[23-1020](#) Review of Legal Fees Billed out Through November, 2023-Human Resources

[23-1021](#) Quarterly Report out on Health Plan

[23-1022](#) Report out of Human Resources Office Initiatives December, 2023

[23-1023](#) Report out of City Attorney's Office Initiatives December, 2023

#### 5. Discussion and Action Items

[23-1024](#) Request to Approve the 2024 Seasonal Hiring Policy and Appendices

Human Resources Director Jessie Lillibridge explained that the seasonal hiring policy is brought to committee each year if there is a change. The main revision is adding a provision allowing seasonal employees to earn time and a half on holidays to mirror permanent employees.

**Moved by Brey, seconded by Vanderkin, to approve the 2024 Seasonal Hiring Policy and Appendices as presented and refer to council. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

### 6. Convene in Closed Session

**Moved by Vanderkin, seconded by Kaderabek, to convene in closed session at 5:34 p.m. The motion carried by the following vote:**

**Aye:** 4 - 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)(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

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:

[23-1026](#) Unpaid Leave of Absence Request for Two DPI Employees

**(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 5:43 p.m. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

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

**This Request for the Police Contract Bargaining 2024-2026 was referred to council and no vote was taken.**

[23-1026](#)

Unpaid Leave of Absence Request for Two DPI Employees

**Moved by Vanderkin, seconded by Brey, that this request for an unpaid leave of absence for Karen Dorow be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

**Moved by Brey, seconded by Vanderkin, that this request for an unpaid leave of absence for Alvin Rehme be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

[23-1027](#)

Discuss January, 2024 Meeting Date

The next Personnel Committee meeting will be held on January 4, 2024 at 4:30 p.m. in the City Hall Council Chambers.

**8. Adjournment**

**Moved by Brey, seconded by Kaderabek, that this meeting be adjourned at 5:43 p.m. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

Submitted by Debbie Charney, Human Resources Generalist