



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, December 3, 2018

6:00 PM

Council Chambers

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Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Justin Nickels, Rhienna Gabriel, Amy Eisenschink, April Kroner, Jim Muenzenmeyer, Nick Reimer, Dan Koski, and Debbie Charney.

**Present:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Absent:** 1 - Williams

#### 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

[18-1213](#)

Approval of October 1, 2018 Personnel Committee Minutes.

[18-1214](#)

Review of legal fees billed out through November, 2018-Human Resources.

[18-1215](#) Report out on Health Plan Funding.

[18-1216](#) Report out of Human Resources Initiatives December, 2018.

[18-1217](#) Report out of City Attorney's Initiatives December, 2018.

#### APPROVAL OF CONSENT AGENDA

**Moved by Czekala, seconded by Kummer, that this be Confirmed Approval of the Consent Agenda. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

#### 5. Discussion and Action Items

[18-1220](#) Discussion on Request to Donate PTO-Scholarship Program.

Jim Muenzenmeyer explained to the committee that he is retiring and his last day with the City will be January 30, 2018. Due to the parameters to receive a sick leave bank payout not being met, he will not be granted his sick leave bank payout of 960 hours which is around \$30,000. He did notify his supervisor over a year ago that he would be leaving the City. The EPM states that the Council may grant that payout even when the parameters are not met. HR Director is working on creating a policy to recommend to the Committee, which would allow employees to donate unused PTO-Sick Leave to other employees that are in need. The logistics of the policy would need to be discussed but Muenzenmeyer wants to donate his allotment of remaining time to start this bank. There was discussion on the pro's and con's of such a policy and some details that would need to be addressed. The committee asked HR Director Lillibridge to draft a policy and bring back to committee for the next meeting.

**Moved by Novak, seconded by Czekala, to instruct HR Director to draft a Donation of PTO Policy and Scholarship Program and bring back to the committee for possible action. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**A motion was made to approve granting a waiver of the Sick Leave Payout Policy and allow the donation of Jim Muenzenmeyer's sick leave bank to the City. The motion was withdrawn by Alder Novak. No vote was taken.**

[18-1219](#) Request to Backfill Vacant Positions up to the Budgeted Amount Through 2019 for Transit Drivers, Police Officers, Firefighters, and DPI Laborers.

**Moved by Czekala, seconded by Novak, to request a resolution to backfill vacant positions up to the budgeted amount through 2019 for Transit Drivers, Police Officers, firefighters, and DPI Laborers and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[18-1223](#)

Changing the EPM for the Training Lt. and Captain of Detectives Positions from Working 1950 hours to 2080 Hours.

Chief Reimer explained that before 2015, Captains and Lieutenants were in the supervisor contract. In 2015 they moved the Lieutenants and Captains into the City Employee Policy Manual. Reimer explained that the Training Lieutenant and Captain of Detectives positions are a Monday through Friday position but are only 1950 hours per year and feel they should be 2080 hours per year. By making these positions 40 hours per week, more coverage will be available in the department and overtime will be reduced. This has been approved for the 2019 budget.

**Moved by Czekala, seconded by Novak, to request approval to change the EPM for the Training Lt. and Captain of Detectives positions from 1950 hours to 2080 hours and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[18-1222](#)

Request to Backfill Transit Division Manager and Job Description Changes.

Dan Koski explained that the current Transit Division Manager is retiring and gave an overview of the proposed revised org chart. Currently the Transit Division Manager position includes project management. The creation of the Parks Planner position will take over the project management portion. The DOT annual audit was presented to Council in September and the number one recommendation was making the Transit Division Manager position a full time position. With the proposed structure, the position will be full-time solely devoted to transit. The current Transit Operations Supervisor has been named the interim Division Manager and a driver will be named the interim Operations Supervisor until the positions are filled. This position will need to be reviewed by Carlson Dettmann for placement on the compensation plan.

**Moved by Novak, seconded by Kummer, to approve the backfill of the Transit Division Manager and the job description changes and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[18-1224](#)

Approval to fill 3 DPI Laborer Positions and Approval to fill the new Operations Parks Planner Position and Approve the Job Description-Effective January 1, 2019

**Moved by Kummer, seconded by Novak, to approve filling three DPI Laborer positions and the Operations Parks Planner position and approve that job description and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[18-1225](#)

Tuition Reimbursement Policy Revisions

HR Director Lillibridge explained that the revisions to the Tuition Reimbursement Policy were due to the fact that the policy was cumbersome and redundant and to reflect how the policy is actually being used right now. Another change was to add the option for the City to pay schools directly if the school allows a deferred payment.

**Moved by Kummer, seconded by Novak, that the Tuition Reimbursement Policy Revisions request be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[18-1228](#)

Pay for Performance and Sustainability of Compensation Plan.

Alder Sitkiewitz reviewed how the pay for performance model would work by getting employees to midpoint and then utilizing the pay for performance and wanted to start a conversation now for future implementation. There was discussion on the cost once the majority of employees get to midpoint. There was also discussion on some Supervisors not doing reviews effectively. Sitkiewitz stated that the sustainability of the plan would be much cheaper once employees are at midpoint and would need more metric driven software. The committee will bring this back for more discussion.

## 6. Convene in Closed Session

**Moved by Czekala, seconded by Novak, to convene in closed session at 6:50 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

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:

[18-0425](#)

Manitowoc Professional Firefighters International Association of Firefighters Local 368 contract negotiations.

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

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:

[18-1218](#)

Request for Bonus for Community Development Employees.

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

## 7. Reconvene in Open Session

**Moved by Czekala, seconded by Novak, to reconvene in open session at 7:14 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[18-0425](#)

Manitowoc Professional Firefighters International Association of Firefighters Local 368 contract negotiations.

No discussion

[18-1218](#)

Request for Bonus for Community Development Employees.

**This Request was referred to council**

## 8. Adjournment

**Moved by Novak, seconded by Czekala, to adjourn at 7:15 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

Submitted by Jessie Lillibridge, Human Resources Director.