



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, November 6, 2023

5:30 PM Council Chambers-meeting also available via remote conferencing-Zoom

1. Call to Order

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

2. Roll Call

Jessie Lillibridge, Todd Blaser, Eric Nycz, and Debbie Charney

Present: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

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

Moved by Vanderkin, seconded by Kaderabek, to accept the Consent Agenda Items as presented. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

- [23-0924](#) Approval of October 2, 2023 Personnel Committee Minutes
- [23-0925](#) Review of Legal Fees Billed out Through October, 2023-Human Resources
- [23-0926](#) Report out of Human Resources Office Initiatives November, 2023
- [23-0927](#) Report out of City Attorney's Office Initiatives November, 2023

5. Discussion and Action Items

- [23-0929](#) Request to Deviate from the Current Annual Compensation Plan Wage Percentage Increase for 2024
Human Resources Director, Jessie Lillibridge, explained to the committee

what the Mayor has recommended and budgeted for in 2024 and two different options available. She stressed that the current policy was put into place to ensure the compensation plan remains competitive.

Moved by Brey, seconded by Kaderabek, to approve option # 2 on the memo and refer to Council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

[23-0930](#)

Request to Make Contingent Job Offer to Firefighter Candidates in Process of Obtaining Needed Certification

Fire Chief, Todd Blaser, presented to the committee that there are candidates that have been interviewed and approved at the Police and Fire Commission meeting who do not meet the minimum qualifications for Firefighter/Paramedic are currently in the process of obtaining certification. Currently there are three candidates. One has paramedic license but does not have Firefighter I certification. The other two candidates have their Firefighter I certification, but do not have the paramedic license. Those candidates that do not meet the minimum qualifications are currently in the process of obtaining certification. The request is to give contingent offers under the condition that they have six months to complete their required certifications. If they do not obtain the required certification within the six months, they will be terminated.

Moved by Vanderkin, seconded by Brey, that this request to approve making contingent offers to Firefighter/Paramedic candidates, with the understanding that the candidates have six months to obtain the required certifications or be terminated be accepted and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

[23-0931](#)

Approval of Employee Policy Manual Revisions-Battalion Chief Language and Salary- November, 2023

Human Resources Director Jessie Lillibridge explained that there was an Employee Policy Manual update in October, 2023 but there were a few more items that needed revision so it was brought forward again. Changes related to the new Battalion Chief position and also to the Personal Appearance Policy.

Moved by Brey, seconded by Kaderabek, to approved the request of the Employee Policy Manual revisions from November, 2023 and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

6. Previously Tabled Items

[23-0795](#)

Recommendation to Alleviate Pay Compression in Protective Services

Human Resources Director, Jessie Lillibridge, explained she had nothing new to discuss on this agenda item. Alder Vanderkin asked about a fiscal impact and Lillibridge state it would cost about \$60,000 to move forward

with this item as presented.

Moved by Brey, seconded by Kaderabek, that this Request be referred to the Finance Committee to discuss adopting and putting into the 2024 budget. The motion carried by the following vote:

Aye: 3 - Schlei, Kaderabek and Brey

Nay: 2 - Sitkiewitz and Vanderkin

7. Convene in Closed Session

Moved by Vanderkin, seconded by Kaderabek, to convene in closed session at 5:47 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, 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

(Closed Session portion of the Minutes has been redacted)

8. Reconvene in Open Session

Moved by Brey, seconded by Kaderabek, to reconvene in open session at 6:00 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

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

There was no action on this item

9. Adjournment

Moved by Vanderkin, seconded by Kaderabek, that this meeting be adjourned at 6:01 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

Submitted by Debbie Charney, Human Resources Generalist