



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 6, 2019

6:00 PM

Council Chambers

1. Call to Order

The meeting was called to order at 6:01 p.m.

2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Amy Eisenschink, Jeremiah Novak, Todd Blaser, April Kroner, Dan Koski and Debbie Charney.

Present: 4 - Czekala, Sitkiewitz, Kummer and Williams

Absent: 1 - Jacobs

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

[19-0490](#) Approval of April 1, 2019 Personnel Committee Minutes

[19-0491](#) Review of legal fees billed out through April, 2019-Human Resources

[19-0492](#) Report out on Health Plan Funding

[19-0493](#) Report out of Human Resources Initiatives May, 2019

[19-0494](#) Report out of City Attorney's Initiatives May, 2019

APPROVAL OF CONSENT AGENDA

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

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

5. Discussion and Action Items

[19-0499](#)

Request to Hire a Paid Intern from June-August, 2019 for Community Development-20 hrs/week

April Kroner, Community Development Director, explained the need for an Intern for the summer. Alder Kummer questioned how they will be able to find someone with the specific qualifications for \$12./ hr.? Kroner stated that the candidate has the education from schooling. Alder Sitkiewitz stated that they had this role last year as well.

Moved by Sitkiewitz, seconded by Williams, that this request to hire a paid Intern from June-August, 2019 for Community Development-20 hrs/week be accepted and referred to Council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0390](#)

Request to temporarily hire 52 firefighters (instead of 51 as authorized per resolution) to accommodate training of new candidates prior to upcoming retirement.

Fire Chief, Todd Blaser explained the request to temporarily have an extra firefighter. Fifty one is the number authorized per resolution but a firefighter resigned in March and another will retire May 29th. Blaser would like to do recruit class with two new employees rather than having to do it two separate times.

Moved by Sitkiewitz, seconded by Kummer, that this Request be placed on file. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0389](#)

Discussion and possible action on backfill and training overlap of the Fire & Rescue Administrative Assistant position.

Fire Chief Blaser explained that the current Administrative Assistant is retiring and the candidate hired for this position would benefit greatly from a one month overlap for job shadowing.

Moved by Williams, seconded by Kummer, that this request to backfill and train with a one month overlap of the Fire & Rescue Administrative Assistant position be accepted and referred to Council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0495](#)

Internal Key Control Policy

HR Director Jessie Lillibridge explained to the committee the issues that have presented themselves with metal keys being issued to new employees and not receiving them back upon termination. There is a high cost involved with Building and Grounds needing to re-key and re-pin the doors when this happens. Lillibridge stated that City Attorney has reviewed and approved the policy. A Rapid Improvement Event was held to address this problem. With the new policy, the employee will have to sign a form to have their keys issued to them and the Department Head will be

responsible to assign them and ensure they are returned. Alder Czekala stated that he is surprised that there is not already something in place.

Moved by Sitkiewitz, seconded by Williams, to approve adopting an internal key control policy and refer to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0340](#)

Lakeland University Corporate Partnership Agreement

There was no discussion.

Moved by Sitkiewitz, seconded by Kummer, that this Request with Lakeland University for a Corporate Partnership Agreement be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0488](#)

Silver Lake College-Corporate Partnership Agreement

There was no discussion.

Moved by Kummer, seconded by Sitkiewitz, that this request with Silver Lake College for a Corporate Partnership Agreement be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0498](#)

Out of State Travel Request-City Attorney-International Municipal Lawyers Association Annual Conference-Atlanta, GA

There was no discussion.

Moved by Kummer, seconded by Williams, that this out of state travel request to the City Attorney-International Municipal Lawyers Association Annual Conference be accepted and placed on file. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0489](#)

Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

Alder Sitkiewitz asked HR Director Lillibridge if positions had been posted. Lillibridge explained that they had been posted. No other discussion was held.

Moved by Sitkiewitz, seconded by Kummer, that this request to hire seasonal employees related to elected officials, department heads, or supervisory personnel be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[18-1228](#)

Pay for Performance and Sustainability of Compensation Plan

HR Director Lillibridge explained that there was nothing more to add to this agenda item. Alder Novak asks if we have any updates at all and Sitkiewitz

explained that there has been discussions with some Department Heads on the parameters for the implementation and they are hoping to bring ideas to the July Personnel Committee meeting on how to move forward.

6. Convene in Closed Session

Moved by Kummer, seconded by Sitkiewitz, that this be convene in closed session at 6:18 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

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:

[19-0497](#) Request to Fill a Temporary Summer Recreation Supervisor at a Recommended Rate of \$18.00/hr

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

7. Reconvene in Open Session

Moved by Kummer, seconded by Williams, that this be reconvene in open session at 6:33 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

[19-0497](#) Request to Fill a Temporary Summer Recreation Supervisor at a Recommended Rate of \$18.00/hr

Alder Kummer asked what the duration of the temporary Summer Recreation Supervisor would be. Lillibridge explained that it would be through the end of August and that Dan Koski and the Mayor are in discussions to get a timeline for filling the position and how the structure of the position and department will look.

Moved by Williams, seconded by Czekala, that the request to fill a temporary Summer Recreation Supervisor at a recommended rate of \$18.00/hr be approved and referred to council. The motion carried by the following vote:

Aye: 3 - Czekala, Kummer and Williams

Nay: 1 - Sitkiewitz

8. Adjournment

Moved by Kummer, seconded by Sitkiewitz, to adjourn at 6:36 p.m. The motion carried by the following vote:

Aye: 4 - Czekala, Sitkiewitz, Kummer and Williams

Submitted by Jessie Lillibridge, Human Resources Director