



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, November 1, 2021

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, Kathleen McDaniel, Justin Nickels, Nick Reimer, Pete McGinty, Dan Koski, and Debbie Charney

Present: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

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

- [21-1038](#) Approval of the October 4, 2021 Personnel Committee Minutes
- [21-1039](#) Review of Legal Fees Billed out Through October, 2021-Human Resources
- [21-1040](#) Report out on Health Plan Funding
- [21-1041](#) Report out of Human Resources Initiatives November, 2021
- [21-1042](#) Report out of City Attorney's Initiatives November, 2021

Approval of the Consent Agenda

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

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

5. Discussion and Action Items

[21-1047](#)

Request to Approve the Addition of a Full-Time Transit Utility Driver Position and a new Job Description

Dan Koski, Director of Public Infrastructure, spoke to the committee on this item stating the past few years it has proven difficult to attract and hire on new part time drivers. Creating this position would eliminate two part time positions and a seasonal positions and this would fund the full time position. Adding this position would provide relief to drivers eliminating the high amount of overtime that is happening now. Jessie Lillibridge, Human Resources Director, said this is a union position and there would be a Memo of Understanding incorporated into the union contract and the rate of pay would be the same rate as current drivers. The current contract does not list how many positions there are so it is not an issue making this change.

Moved by Czekala, seconded by Schlei, to approve the addition of a full-time transit utility driver position and a new job description request as presented and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1053](#)

Request for Resolution to Approve Offering a \$500 Sign-On Bonus to Newly Hired Part-Time Transit Drivers for 2022 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

Dan Koski, Director of Public Infrastructure, explained that the City has been giving a bonus for several years since it is proving difficult to attract part-time drivers. There was discussion if \$500 is enough with the difficult hiring issues happening all around and that other places are offering higher bonuses. It was discussed to change the bonus to \$1000 and it would not affect the budget since there are four openings right now.

Moved by Czekala, seconded by Schlei, to amend and approve this request to offer \$1000 sign-on bonus to newly hired part-time transit driver for 2022 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 and refer to Council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1046](#)

Request to Approve the Addition of a Staff Engineer Position and New Job Description

Dan Koski, Director or Public Infrastructure, explained to the committee the large number of projects that have not been able to get done due to staffing issues and have been forced to outsource the jobs costing the City money. The main goal of adding this position is to plan for future projects, knowledge transfer, and succession planning. There were staff reductions in 2012 and prior to that time there were twelve staff and now have six and a half. Staff overtime from 2017 to August 1, 2021 was \$127,130.09. There

are multiple retirements coming up in the next few years in the department and it is important to hire and have the knowledge transfer happen.

Moved by Czekala, seconded by Vanderkin, that this request to add a Staff Engineer position and a new job description be approved as presented and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1050](#)

Request to Approve (4) Four Additional DPI Laborer Positions- One in the Parks Division and three in the Streets Division

Dan Koski, Director of Public Infrastructure, stated that prior to staff reductions in 2012, there were sixteen employees in the park's division and now there are five and in the streets division there were thirty-five employees and now there are twenty with two dedicated to forestry. The divisions became very efficient and will probably never need to get back up to the original staffing numbers but there is a need to add staff to improve service, clear backlog and perform proper maintenance on equipment.

Moved by Czekala, seconded by Cummings, that this request to add four DPI Laborer positions-one in the parks division and three in the streets division-be approved as recommended and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1043](#)

Request to Approve Revised Job Description-Lead Inspector; Renaming and Reclassifying to Inspector Supervisor in Grade M Exempt on the Compensation Plan

Jessie Lillibridge, Human Resources Director, explained to the committee the reasoning behind the request to change this job description which include the position supervising Inspector staff members and the education requirements and responsibilities of the position. This position was sent to the City's compensation consultant for pricing. They recommended placing this position in Grade M, exempt. The position is currently in Grade L, non exempt. The person that is currently in this role would be moved to the recommended Grade.

Moved by Czekala, seconded by Schlei, that this request to approve revised job description-Lead Inspector; renaming and reclassifying to Inspector Supervisor in Grade M Exempt on the compensation plan be approved as recommended and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1044](#)

Request to Approve an Additional Police Detective Position

Police Chief Nick Reimer and Captain of Detectives Pete McGinty discussed the request for an additional detective in order to better combat drug crimes, Human Trafficking, and Internet Crimes Against Children (ICAC). This addition would bring the total number of sworn officers from

sixty-four to sixty-five.

Moved by Czekala, seconded by Cummings, that this request to approve an additional Police Detective position be approved as presented and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1048](#)

Request to Approve Proposed Tourism Department Job Descriptions

Human Resources was directed at the October 2021 Personnel Committee Meeting to create job descriptions for the Tourism Department. These have been created after researching other areas to get some comparisons. These job descriptions will go to Room Tax Commission for approval and the funds will come from the Room Tax budget.

Moved by Czekala, seconded by Cummings, that this request to approve the proposed Tourism Department job descriptions be approved as recommended and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1045](#)

Request to Approve the Addition of a Human Resources Assistant Position and New Job Description

Jessie Lillibridge, Human Resources Director, discussed the addition of the position about two months ago with the committee and since has drafted a job description and requested it be added to the Human Resource budget for 2022.

Moved by Czekala, seconded by Schlei, that this request to add a Human Resources Assistant position and a new job description be approved as presented and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-1056](#)

Social Media Policy

City Attorney, Kathleen McDaniel explained that the Mayor's office requested this policy be drafted. McDaniel stated this is part of the cyber security plan and overall social media strategy. The majority of the City's social media pages are managed through the Mayor's office but there are some ancillary pages from different departments/divisions and there is no formal policy in place. This would help ensure more uniform usage of social media.

Moved by Czekala, seconded by Vanderkin, that this request to implement a Social Media policy be approved as presented and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

6. Adjournment

Moved by Czekala, seconded by Vanderkin, that this meeting be adjourned at 6:11 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

Submitted by Debbie Charney, Human Resources Generalist