



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Tuesday, September 13, 2016

6:00 PM

Council Chambers

1. CALL TO ORDER

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

2. ROLL CALL

Elizabeth Majerus, Jessie Lillibridge, Todd Blaser, Dan Koski, Jim Muenzenmeyer, Nic Sparacio, Steve Czekala, Jane Rhode and Debbie Charney.

Present: 4 - Sitkiewitz, Sladky, Howe and Able

Absent: 1 - Brey

3. PUBLIC COMMENT

None.

4. CONSENT AGENDA

REMOVAL OF CONSENT AGENDA ITEM: Item 16-0826

Moved by Sladky, seconded by Howe, to remove Item 16-0826 from the Consent Agenda for discussion.

[16-0822](#) Approval of August 1, 2016 Personnel Committee Minutes.

[16-0823](#) Review of legal fees billed out through Human Resources.

[16-0824](#) Report out on Health Plan Funding.

[16-0825](#) Report out of Human Resources Initiatives.

APPROVAL OF CONSENT AGENDA

Moved by Sladky, seconded by Howe to accept the Consent Agenda, with the removal of Item 16-0826, and place on file. The motion carried by the following vote:

Present: 4 - Sitkiewitz, Sladky, Howe and Able

Absent: 1 - Brey

[16-0826](#) Report out of City Attorney's Initiatives.

Jason Sladky expressed his concerns about timeliness for responses to legal inquires. Liz Majerus addressed.

5. DISCUSSION AND ACTION ITEMS

[16-0808](#) Review of alternatives for providing city assessment services including possible City Assessor and Assessment and Property Listing Technician job descriptions.

Nic Sparacio updated committee members on the different avenues looked at for assessment services for the City, which included contracting out and having an in-house City assessor. Committee discussed Nic Sparacio's recommendation to proceed with hiring a full-time City Assessor and looking at a different, cost saving software package.

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

Aye: 4 - Sitkiewitz, Sladky, Howe and Able

[16-0875](#) Request to fill the WWTF Administrative Assistant position.

Jessie Lillibridge advised that she has hired Debbie Charney, the Administrative Assistant from the Wastewater Treatment Plant, as her replacement HR Generalist. So she is requesting to fill this vacant Administrative Assistant position at Wastewater. She expects there to be several internal candidates to apply for this position.

Moved by Able, seconded by Howe, to fill this position. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Sladky, Howe and Able

[16-0514](#) Discussion on implementing a bonus for 90-day separation notices.

Jessie Lillibridge discussed with the committee the benefits of approving a \$500 bonus to employees who provided a 90-day separation notice, including the ability to transfer knowledge for recruiting purposes. This would affect employees who have been employed for three years or more. The Employee Policy Manual would need to be revised to include this 90 day notice. Additionally, the Sick Leave Bank language will be revised to require retirees to provide a 90-day notice to receive payout of their leave balance. Committee members discussed.

Moved by Howe, seconded by Sladky, to approve the bonus implementation. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Sladky, Howe and Able

Moved by Able to amend the motion to not set a price for said bonuses. This motion failed due to lack of a second. No further discussion.

[16-0807](#)

Wage range adjustments for 2017.

Jessie Lillibridge explained the history of our current compensation plan, which is from 2014 and contains 2011 and 2012 data. Carlson Dettmann recommends that plans be reviewed every 3-5 years, and at this time a 1.5% to 1.8% increase effective January 1, 2017, at an approximate cost of \$100,000. Most compensation plans start at 87.5% of a base wage, but ours is at 85%. Committee discussed our plan, the amount of steps and how recruitment has been affected.

It was the consensus of the committee to have more data brought in for further discussion at the next meeting.

[16-0828](#)

Committee budget directives to Mayor.

Committee had none.

Jim Brey appeared at 6:38 p.m.

[16-0702](#)

Discussion and possible action on Mayor's salary for 2017-2021.

Eric Sitkiewitz reported this came from last month's meeting. Mayoral election will be coming up in Spring 2017. The Mayor's salary was frozen for this current 4-year term. Committee discussed the \$300 car allowance and if it's subject to the IRS. Dan Koski addressed the committee and explained that he submits his mileage and the differential from what he claims with the \$300 allowance does get taxed, involving a lot of paperwork. Steve Czekala was in the audience and expressed his concerns that the Mayor's role should be considered a public service and not a career. Committee discussed comps, the role of the Mayor, and the appropriate and affordable increase for the position.

Moved by Able, seconded by Howe, to recommend setting the Mayor's salary for the first year at \$74,000 and an annual 1.5% increase each year. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Howe, Brey and Able

Nay: 1 - Sladky

[16-0806](#) Discussion and possible action on Alderperson compensation.

Eric Sitkiewitz explained the history of alders wages and advised that this was brought up at the last meeting. The alders salaries have not been increased since 2007. Due to the recent announcement of corporate closures, Jim Brey doesn't feel comfortable with supporting an increase right now. The alders did receive an electronic device back in 2012, in the City's efforts to go paperless. Committee discussed the current workload of alders and the current \$260/month salary.

Moved by Howe, seconded by Able, to raise the alderpersons salary to \$300 per month. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Howe and Able

Nay: 2 - Sladky and Brey

[16-0827](#) Streets Laborer Talent Pool.

Committee discussed the benefit of creating a talent pool for streets laborers (due to snow removal operations), parks workers and clerical, and was in agreement to bring this back at the next meeting for further discussion.

6. CONVENE IN CLOSED SESSION

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:

[16-0821](#) Discussion on termination of Transit employee and subsequent grievance.

[16-0805](#) Electrical Inspector recruitment discussion and possible action on hiring at higher compensation plan step.

**Moved by Howe, seconded by Able, to convene in closed session at 7:11 p.m.
The motion carried by the following vote:**

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

7. RECONVENE IN OPEN SESSION

**Moved by Howe, seconded by Able to reconvene in open session at 7:20 p.m.
The motion carried by the following vote:**

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

[16-0821](#) Discussion on termination of Transit employee and subsequent grievance.
No action.

[16-0805](#) Electrical Inspector recruitment discussion and possible action on hiring at higher compensation plan step.
Moved by Sladky, seconded by Brey, to hire an Electrical Inspector at Step 7. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

8. ADJOURNMENT

Moved by Sladky, seconded by Brey, to adjourn at 7:26 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Sladky, Howe, Brey and Able

Submitted by Jessie Lillibridge, Human Resources Director.