



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, May 7, 2018

6:00 PM

Council Chambers

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#### 1. Call to Order

The meeting was called to order at 6:00 P.M.

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Steve Corbeille, Rhienna Gabriel, Shawn Esslinger, Amy Eisenschink, and Debbie Charney.

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

**Absent:** 1 - Kummer

#### 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

[18-0416](#) Approval of April 2, 2018 Personnel Committee Minutes.

[18-0417](#) Review of legal fees billed out through April, 2018-Human Resources.

[18-0418](#) Report out on Health Plan Funding.

[18-0419](#) Report out of Human Resources Initiatives April, 2018.

[18-0420](#) Report out of City Attorney's Initiatives April, 2018.

APPROVAL OF THE CONSENT AGENDA

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

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

## 5. Presentations

[18-0429](#) ABRC Presentation-Benefits 2019.

Shawn Esslinger gave a presentation to members of Personnel explaining options for 2019 benefits. Fully insured vs. self-funded, HDHP/HSA compared to traditional coverage, pros and cons of providing incentives in lieu of health insurance, 2019 contracts to be reviewed.

**This Presentation was placed on file**

## 6. Discussion and Action Items

[18-0422](#) Request for Resolution to approve offering a \$500 sign-on bonus to newly hired part-time Transit Drivers effective 5-22-2018 through 12-31-2018, with pro-rated payback clause.

Jessie Lillibridge explained that there will be future openings for transit drivers in the future due to retirements. In the past, to attract quality candidates, a \$500 incentive was put into place with a clause of a prorated payback upon leaving the City. A similar request was made for new transit hires in 2018.

**Moved by Czekala, seconded by Williams, to accept the request and refer to Council to approve offering a \$500 sign-on bonus to newly hired part-time Transit Drivers effective 5-22-2018 through 12-31-2018 with pro-rated payback clause. The motion carried by the following vote:**

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

[18-0428](#) Request for a Resolution to Approve and Implement the City of Manitowoc Silica Policy.

Jessie Lillibridge explained the mandate from OSHA to create a Silica Policy. CVMIC and the City have worked together to create the policy for adoption and implementation.

**Moved by Czekala, seconded by Novak, to request a resolution from Council to approve and implement the City of Manitowoc Silica Policy as presented for implementation in June upon receipt of the dust control router. The motion carried by the following vote:**

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

[18-0426](#) Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel.

Discussion on hiring seasonals related to elected officials or supervisory personnel.

**Moved by Sitkiewitz, seconded by Novak, to accept this request to hire seasonals related to an elected official or supervisory personnel with an amendment that**

any further seasonals that are hired prior to Council meeting can also be placed in this resolution and send to Council for approval. The motion carried by the following vote:

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

[18-0430](#)

Business Relationships between community Development Department and local businesses.

Alder Gabriel approached the table and asked for this agenda item to be tabled and put on next month's agenda.

**This Report was tabled**

[18-0421](#)

Request for a Resolution-ADA Title II Policy, ADA Grievance Policy, ADA Notice, ADA Accommodation Form, and ADA Grievance Procedure.

Attorney McDaniel explained the requirements of the ADA and the implementation of a policy.

**Moved by Czekala, seconded by Williams, to approve recommendation of a resolution and approve policies and refer to Council. The motion carried by the following vote:**

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

## 7. Convene in Closed Session

**A motion was made by Czekala, seconded by Novak, to convene in closed session at 6:56 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Novak 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)(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.)

## 8. Reconvene in Open Session

**A motion was made by Czekala, seconded by Novak, to reconvene in open session at 7:11 p.m. The motion carried by the following vote:**

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

[18-0425](#)

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

There was no discussion.

## **Adjournment**

**A motion was made by Czekala, seconded by Novak, to adjourn at 7:13 p.m. The motion carried by the following vote:**

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

Submitted by Jessie Lillibridge, Human Resources Director.