



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, April 2, 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, Dan Koski, Mike Sgarioto, Larry Reimer, Beth Kirchman, Cindy McGinnis, Jim Muenzenmeyer, Justin Nickels, Kristin Stoeger, and Debbie Charney.

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

**Absent:** 1 - Gabriel

#### 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: Report out of City Attorney's Initiatives March, 2018.

[18-0284](#) Approval of March 5, 2018 Personnel Committee Minutes.

[18-0285](#) Review of legal fees billed out through March 2018-Human Resources.

[18-0286](#) Report out on Health Plan Funding.

[18-0287](#) Report out of Human Resources Initiatives March, 2018.

APPROVAL OF CONSENT AGENDA

**Moved by Czekala, seconded by Novak, to accept the Consent Agenda items as amended. The motion carried by the following vote:**

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

#### 5. Discussion and Action Items

[18-0288](#)

Report out of City Attorney's Initiatives March, 2018.

Kummer asked for clarification on the Riverview Apartment meeting with Mayor Nickels and City Attorney Kathleen McDaniel and the potential purchaser. McDaniel explained that the current owner put the property on the market and there was a walk through with Fire and Inspection.

**Moved by Czekala, seconded by Novak, that this report be placed on file. The motion carried by the following vote:**

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

[18-0292](#)

Out of State Travel Request-Transit-Paratransit Management and Operations.

Jim Muenzenmeyer approached the table to give an overview of the training which is being held in Wichita, Kansas. The Paratransit Management and Operations training would be for two days. The cost is 70% covered due to a scholarship that was granted from the National Rural Transit Assistance Program.

**Moved by Czekala, seconded by Kummer, that this request for out of state travel, Paratransit Management and Operations, be approved. The motion carried by the following vote:**

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

[18-0299](#)

Out of State Travel Request-Fire Dept.-Congressional Fire Service Institute.

Todd Blaser approached the table to explain the request for out of state travel to Washington D.C. for the Congressional Fire Service Institute, in which there is not a cost associated.

**Moved by Czekala, seconded by Novak, that this Request for out of state travel for FD-Congressional Fire Service Institute be approved. The motion carried by the following vote:**

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

[18-0238](#)

Sick Leave Policy Discussion

Jessie Lillibridge explained that the Sick Leave Policy Discussion item was brought back to committee with changes that were requested at the last meeting. Lillibridge requested that the sick leave bank be renamed to extended leave bank. The policy would allow extended leave use for all continuous days of leave after an absence of three days. There was discussion on wording in the policy. The Committee recommended striking the word minor from the policy and adding the word primarily in front of the word resides. Lillibridge also requested that employees be allowed to go up to 24 hours negative in their current PTO bank with supervisor approval. If the employee is terminated/leaves employment for any reason while in a negative balance, the amount would be taken off the employee's last paycheck. Also discussed was allowing department

heads, when hiring new employees, to offer one step above current PTO hire amount with approval from HR and Mayor without needing Council approval. This change would be reflected in the EPM update.

**Moved by Czekala, seconded by Kummer, to approve the revision of the sick leave policy; to change the sick leave bank wording to extended leave; allow extended leave use for continuous days of more than three days; and to allow an employee's PTO bank to go into a negative balance of up to 24 hours. This change would be reflected in the EPM update. The motion carried by the following vote:**

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

**Motion was amended by Czekala, seconded by Kummer, to strike the word minor and add primarily in front of the word resides and to allow department heads to offer one step above current PTO hire amount with approval from HR and Mayor without Council approval. This request is approved as amended and referred to Council. The motion carried by the following vote:**

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

[17-0559](#)

City/Library Employee Policy Manual Merger July, 2018.

Discussion on revised EPM to be effective July 1 , 2018.

**Moved by Kummer, seconded by Novak, to accept the revised EPM with a change in wording to Good Friday on the half day holiday and forward to Council. The motion carried by the following vote:**

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

**Motion was amended by Czekala, seconded by Novak, to approve as amended and refer to Council to incorporate the sick leave policy into the EPM. The motion carried by the following vote:**

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

## 6. Convene In Closed Session

**A motion was made by Alderperson Steven Czekala, seconded by Alderperson Jeremiah Novak, to convene in closed session at 6:30 p.m. The motion carried by the following vote:**

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

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:

[18-0289](#)

Central States Insurance Discussion of Tiered Rates.

[18-0291](#) Manitowoc Professional Firefighters International Association of Firefighters  
Local 368 contract negotiations.

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

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:

[18-0290](#) Request for six week extended unpaid leave for medical reason of a full-time transit driver.

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

## 7. Reconvene In Open Session

**A motion was made by Alderperson Steven Czekala, seconded by Alderperson Jeremiah Novak, to reconvene in open session at 7:12 p.m. The motion carried by the following vote:**

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

[18-0289](#) Central States Insurance Discussion of Tiered Rates.

**Moved by Czekala, seconded by Novak, for a resolution to have HR and City Attorney draft a letter for this item to go into two tier effective July 1, 2018 and refer to Council. The motion carried by the following vote:**

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

[18-0291](#) Manitowoc Professional Firefighters International Association of Firefighters Local  
368 contract negotiations.

[18-0290](#) Request for six week extended unpaid leave for medical reason of a full-time transit driver.

No discussion was held.

**Moved by Czekala, seconded by Novak, to approve the request for six weeks extended unpaid leave for full time transit driver. The motion carried by the following vote:**

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

## 8. Adjournment

**A motion was made by Alderperson Steven Czekala, seconded by Alderperson Jeremiah Novak, to adjourn at 7:14 p.m. The motion carried by the following vote:**

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

Submitted by Jessie Lillibridge, Human Resources Director.