



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, June 6, 2022

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 Lillibrige, Justin Nickels, Dan Koski, Mackenzie Reed-Kadow, and Debbie Charney

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

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

- [22-0476](#) Approval of the May 2, 2022 Personnel Committee Minutes
- [22-0477](#) Review of Legal Fees Billed out Through May, 2022-Human Resources
- [22-0478](#) Report out of Human Resources Office Initiatives June, 2022
- [22-0490](#) Report out of City Attorney's Office Initiatives June, 2022

Approval of the Consent Agenda

Moved by Vanderkin, seconded by Czekala, to accept the Consent Agenda Items as presented. The motion carried by the following vote:

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

5. Discussion and Action Items

- [22-0481](#) City Attorney and Finance Director/Treasurer Recruitment-Salary Discussion and Request

Mayor Nickels explained to the committee that he and the Human Resources Director had a discussion with the recruitment firm on the recruitment of the City Attorney and the Finance Director/Treasurer and talked about what adjustments the City could make to secure the most competitive candidates. The adjustments discussed were salary and PTO.

Moved by Sitkiewitz, seconded by Czekala, a directive to the Mayor and Human Resources Director for recruitment for City Attorney (Grade T) and Finance Director/Treasurer (Grade S) recommending negotiations up to 125% of market rate. The motion carried by the following vote:

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

Moved by Sitkiewitz, seconded by Czekala, a directive to the Mayor and Human Resources Director to take into consideration the candidates' years of experience and align that with our PTO schedule. The motion carried by the following vote:

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

[22-0492](#)

Discussion and Possible Action on the Organizational Structure of the City Clerk's Office

Mayor Nickels explained to the committee that in 2011 during budget cuts, the City Clerk's office was its own department and was combined with Finance due to the cuts. Recruiting for a Finance Director is seeming to be more difficult when the Clerk's office is included since it is atypical. Therefore, the Mayor would like to review the structure of the department and separate the City Clerk's office into an independent department once again.

Moved by Czekala, seconded by Cummings, a directive to Mayor Nickels and Human Resources Director Lillibridge to create an organizational chart for the affected departments and have a cost analysis ready for the next Council meeting. The motion carried by the following vote:

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

[22-0482](#)

Request to Conduct a Compensation Plan Market Analysis in 2022

There was discussion on conducting a compensation plan market analysis in 2022 instead of waiting until 2023 and implementing the results in 2023 instead of waiting until 2024 since the market has changed so much so quickly. The cost is expected to be about \$15,000 added to the 2022 budget.

Moved by Sitkiewitz, seconded by Cummings, to approve the request to conduct a compensation plan market analysis in 2022 and refer to Council. The motion carried by the following vote:

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

[22-0483](#)

Update on WPPA Grievance Resolution

Human Resources Director Lillibridge explained that last month there was a closed session discussion on this agenda item and the Union since withdrew the grievance and there is a Memo of Understanding in place.

Moved by Cummings, seconded by Vanderkin, that this Request be approved for consent agenda. The motion carried by the following vote:

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

[22-0480](#)

Aldermanic Compensation

There was some discussion on the Council members' salaries which is currently at \$260 per month. Mayor Nickels will get information on what other municipalities are paying their Council Members and report back to committee the next meeting.

[22-0479](#)

Request to Purchase Unbudgeted ACA Module in UKG for 2022

Human Resources Director Lillibridge explained to the committee that in the past, Payroll did all the tracking during the year for the required Affordable Care Act (ACA) reporting the City is responsible for. Lillibridge looked into the cost to purchase a module for our HR software-UKG that could work with Springbrook to get data.

Moved by Czekala, seconded by Cummings, to approve the request to purchase the Affordable Care Act (ACA) module from UKG and refer to Council. The motion carried by the following vote:

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

6. Convene In Closed Session

Moved by Vanderkin, seconded by Beeman, to convene in closed session at 6:09 p.m. The motion carried by the following roll call vote:

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

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:

[22-0489](#)

Request from a Transit Driver for an Unpaid Leave of Absence Through July 31, 2022

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

7. Reconvene In Open Session

Moved by Vanderkin, seconded by Cummings, to reconvene in open session at 6:16 p.m. The motion carried by the following roll call vote:

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

[22-0489](#)

Request from a Transit Driver for an Unpaid Leave of Absence Through July 31, 2022

There was no discussion on this item

Moved by Czekala, seconded by Beeman, to approve the request from a Transit Driver for an unpaid leave of absence through July 31, 2022 and refer to Council. The motion carried by the following vote:

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

8. Adjournment

Moved by Vanderkin, seconded by Cummings, that this meeting be adjourned at 6:17 p.m. The motion carried by the following vote:

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

Submitted by Debbie Charney, Human Resources Generalist