



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Wednesday, January 4, 2017

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, Dan Koski, Steve Czekala, Kyle Gulya, Barry Nelson, Lee Kummer, Attorney Kathleen McDaniel, Mike Jaeger, Todd Blaser, Nick Reimer, and Debbie Charney.

**Present:** 5 - Sitkiewitz, Sladky, Howe, Brey and Able

#### 3. PUBLIC COMMENT

Barry Nelson, community member, approached the table to speak about term limits, both at Mayoral level and Alder level. Barry simply wanted to hear some discussion on the topic and stated that nobody should be a mayor for an indefinite period of time.

#### 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

[16-1117](#) Approval of November 7, 2016 Personnel Committee Minutes.

[16-1115](#) Review of legal fees billed out through Human Resources.

[16-1118](#) Report out on Health Plan Funding.

[16-1120](#) Report out of Human Resources Initiatives.

[16-1119](#) Report out of City Attorney's Initiatives.

#### Approval of the Consent Agenda

Moved by Brey, seconded by Sladky, to accept the Consent Agenda and place on file. The motion carried by the following vote:

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

## 5. DISCUSSION AND ACTION ITEMS

[16-1188](#)

Request to backfill sworn Police Officers up to the 2017 budgeted amount due to vacancies and retirements.

Alder Sladky stated that the request to backfill Police Officers was discussed at the Public Safety meeting to keep staffing levels filled.

**Moved by Sladky, seconded by Able, to recommend to Council approval to hire sworn Police Officers up to the 2017 budgeted amount. The motion carried by the following vote:**

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

[16-1194](#)

WWTF job description revisions and comp plan adjustment.

Jessie Lillibridge reported that, at the December Board Meeting the WWTF Board recommended a change to the job descriptions for the Superintendent and Chemist positions, moving the pretreatment program responsibilities from Superintendent to the Chemist. Lillibridge brought this to Carlson Dettman's attention and they recommended the Superintendent stay at the same grade without the pretreatment program duties and the Chemist job to go up one grade which puts the position at the same level as the Operators. The WWTF Board met on January 3, 2017 and the Board agreed they would like to have HR head the recruitment for a new Superintendent.

**Moved by Able, seconded by Brey, to approve job description revisions, comp plan adjustment, and posting of Superintendent position. The motion carried by the following vote:**

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

[16-1189](#)

Review open positions hiring process.

Alder Sitkiewitz brought this topic to the table to discuss why some positions still need approval to backfill since the hiring freeze went into place. Discussion took place on creating a resolution so all current existing and budgeted positions are open to being refilled without a resolution from Council. Council would still need to approve if changes to duties or to add a new position. Alder Brey discussed the idea to approve on a yearly basis. Alder Able recommended drafting a resolution. The resolution would be brought to the next Personnel Committee meeting for review. Alder Sitkiewitz would like more information on how many positions throughout the City this would affect.

[16-1195](#)

Term limits for elected officials.

Alder Czekala requested this topic be placed on agenda. Alder Czekala stated he spoke with Alder Kummer and Mr. Nelson both and sees a lack of people willing to run against an incumbent and he would prefer more competitive elections. Alder Czekala suggested the idea of imposing term limits for April's election for 8 year limits, not retroactive. Brey stated that elections provide term limits and read some statutes. Attorney McDaniel contacted other municipalities and Watertown does impose three two-year terms for Alders and three year terms for Mayor. There was discussion on background knowledge and expertise being on a seat brings and that the ability to get fresh ideas is critical to growth of community. There was discussion about a Charter Ordinance and taking the idea to a referendum as well.

**This Request was placed on file**

[16-1192](#)

Interim pay policy.

Alder Sitkiewitz stated that there is nothing formal in place now for naming an interim employee or the pay scale. Jessie Lillibridge spoke that current practice is to give a 10% raise now. Attorney McDaniel stated that it is important to remain consistent with the policy for all employees. Alder Able questioned the wording in the proposed policy to be reviewed.

**Moved by Sladky, seconded by Howe, to recommend approval of the draft policy and create a Resolution to revise the Employee Policy Agreement. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Sladky, Howe and Brey

**Nay:** 1 - Able

[16-1193](#)

Performance review process.

Jessie Lillibridge discussed current process for performance reviews which are due on Jan 20, 2017 for 2016. Lillibridge explained that she revised the current forms to separate the goal section. Lillibridge created definitions for ratings and would like the same five competencies chosen for everyone to remain consistent. This will be discussed in an upcoming meeting.

[16-1017](#)

Discussion and possible action on pay-for-performance.

July 1, 2017 was the intended target date to implement, but discussion took place to see if the group is ready yet. Alder Brey asked what would be a marker to know when the group is ready. Alder Sitkiewitz explained the role of reviewing the scoring of performance reviews being key. Need to look at missing components in scoring and ensuring that the evaluators get educated on how to be more consistent and accurate with the reviews.

**Moved by Sitkiewitz, seconded by Howe, to push implementation back to July 1 , 2018 and continue current pay for now. The motion carried by the following vote:**

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

## **6. CONVENE IN CLOSED SESSION**

**A motion was made by Alderperson Christopher Able, seconded by Alderperson Mike Howe, to convene in closed session at 7:30 p.m. The motion carried by the following vote:**

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

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:

[16-1190](#)

Firefighter grievance arbitration award - Captain Acting Pay.

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

## **7. RECONVENE IN OPEN SESSION**

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Mike Howe, to reconvene in open session at 8:07 p.m. The motion carried by the following vote:**

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

[16-1190](#)

Firefighter grievance arbitration award - Captain Acting Pay.

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

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

## **8. ADJOURNMENT**

**A motion was made by Brey, seconded by Sladky, to adjourn at 8:08 p.m. The motion carried by the following vote:**

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

Submitted by Jessie Lillibridge, Human Resources Director