



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 1, 2017

6:00 PM

Council Chambers

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Roll Call

Jessie Lillibridge, Dan Koski, Attorney Kathleen McDaniel, Todd Blaser, Steve Corbeille, Jim Muenzenmeyer, Mayor Justin Nickels, and Debbie Charney.

Present: 5 - Sitkiewitz, Czekala, Kummer, Novak and 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: 17-0448 Report out of City Attorney's Initiatives April, 2017.

[17-0445](#) Approval of April 3, 2017 Personnel Committee Minutes.

[17-0446](#) Review of legal fees billed out through April 2017-Human Resources.

[17-0449](#) Report out on Health Plan Funding.

[17-0447](#) Report out of Human Resources Initiatives May, 2017.

APPROVAL OF CONSENT AGENDA

Moved by Czekala, seconded by Kummer, to accept the Consent Agenda items.

The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

5. Discussion and Action Items

[17-0448](#) Report out of City Attorney's Initiatives May, 2017.

Alder Kummer questioned Attorney McDaniel about the status of the raze and repair order for Riverview apartments. McDaniel clarified that it should be issued on the property next week.

[17-0455](#) Resolution to request the hiring one additional part-time Transit driver above and beyond approved number for 2017.

Jim Muenzenmeyer joined the table and discussed that FMLA requests are requiring part time drivers to put in additional hours and if they reach 30 hours, the drivers would have to be offered benefits. There are currently 17 drivers but Transit has been short staffed. Muenzenmeyer is asking for approval to add one more part time driver.

Moved by Kummer, seconded by Gabriel, to approve the request and refer to Public Infrastructure Committee. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0456](#) Finance Department out-of-state travel request - Accela/Springbrook Conference.

Steve Corbeille approached the table and explained details of the Accela Springbrook Conference in Portland, Oregon from July 18-21. Corbeille is requesting coverage for two people. Corbeille's travel costs not covered are \$500 and additionally the City would cover the cost of the additional person going, approximately \$1900. With a total cost of about \$2430.

Moved by Novak, seconded by Gabriel, to approve two people attending Accela-Springbrook Conference July 18-21, 2017. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0457](#) Reorganization of Finance Department to include Finance, Clerk, and Treasury-April, 2017, recommending referral to Finance with markups.

Steve Corbeille explained to the committee his plan of reorganization of the departments of Finance, Treasurer, and Clerks office in addition to some IT oversight. The committee discussed some changes to job descriptions and that Carlson Dettmann would need to review the jobs for possible repricing.

Moved by Czekala, seconded by Kummer, to refer process to Finance Committee for further review while keeping title as Finance Director/Treasurer and Deputy City Clerk and direct HR Director to reprice positions. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0454](#) Out of State Travel Request-City Attorney

Attorney Kathleen McDaniel explained to the committee that she was requesting to attend the International Municipal Lawyers Association Conference in October, 2017. The expected cost would be around \$2090. McDaniel will be applying for a grant that is available and if the grant is given, the dollar amount would go down.

Moved by Gabriel, seconded by Czekala, to approve the out of state travel request for the International Municipal Lawyers Association Conference for the City Attorney. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0444](#) Resolution to hire spring 2017 seasonals related to elected officials, department heads, or supervisors.

Alder Sitkiewitz explained to the committee that this resolution needs to be done every year due to a nepotism clause in our Seasonal Hiring Policy.

Moved by Gabriel, seconded by Novak, to approve and refer to Council hiring of 2017 seasonals workers related to elected officials, department heads, or supervisors. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0450](#) Appointment of Alder Kummer to the bargaining committee.

Alder Able was previously in this position and the position is vacant. Attorney McDaniel recommended Alder Kummer and he has accepted.

Moved by Czekala, seconded by Gabriel, to approve the appointment of Alder Kummer to the bargaining committee. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0451](#) Overview of Human Resources Department.

Jessie Lillibridge provided a list of job responsibilities performed by the Human Resources Department, which consists of herself-FT and Debbie Charney-PT. The topics consisted of FMLA, Workers Compensation, all aspects of recruiting and onboarding, implementing a quarterly orientation, benefits administration with brokers, wellness platform, bargaining grievances, LAHRA members, chair of Wellness, People, and Safety committees, performance evaluations, succession planning program, tuition reimbursement, employee recognition-star and spot awards, access control program, terminations, complaints, discipline, drug and alcohol, hearing program and all employee question and concerns.

[17-0452](#) Overview of City Attorney's Office.

Attorney Kathleen McDaniel gave an update on the responsibilities of the City Attorney's office which consists of Attorney Kathleen McDaniel-FT, Staff Attorney Liz Majeras-PT and Paralegal Jane Rhode-FT. McDaniel is statutory officer of the City of Manitowoc. The department provides legal advice to the Mayor, Department Heads, Council members, drafts legislation, assists bargaining committee and HR with legal issues. Reviews agendas for accuracy. Assist DPI with contract reviews. Staff Attorney Majeras does court prosecutions, truancy, loitering, and neighborhood improvement. The Attorney's office also signs off on all contracts and leases.

6. Convene In Closed Session

A motion was made by Kummer, seconded by Gabriel, to convene in closed session at 6:46 PM. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

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:

[17-0453](#) Update on contract status with all three bargaining units.

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

7. Reconvene In Open Session

A motion was made by Gabriel, seconded by Novak, to reconvene in open session at 7:12 PM. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

[17-0453](#) Update on contract status with all three bargaining units.

No discussion

8. Adjournment

A motion was made by Gabriel, seconded by Novak, to adjourn at 7:13 PM. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

Submitted by Jessie Lillibridge, Human Resources Director