



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

---

Monday, June 5, 2017

6:00 PM

Council Chambers

---

#### 1. Call to Order

The meeting was called to order at 6:00 p.m.

#### 2. Roll Call

Jessie Lillibridge, Dan Koski, Attorney Kathleen McDaniel, Todd Blaser, Mike Jaeger, 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: None

[17-0554](#) Approval of May 1, 2017 Personnel Committee Minutes.

[17-0555](#) Review of legal fees billed out through May 2017-Human Resources.

[17-0556](#) Report out on Health Plan Funding.

[17-0557](#) Report out of Human Resources Initiatives June, 2017.

[17-0558](#) Report out of City Attorney's Initiatives June, 2017.

#### 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:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Gabriel

## 5. Discussion and Action Items

[17-0373](#)

Approval to hire Operator at WWTF to bring staffing level back to prior to 2012.

Mike Jaeger approached the table and explained reasoning behind the request to add an operator position. Alder Sitkiewitz stated that there has not been positions added mid year that were not budgeted for in the past.

**Moved by Novak, seconded by Gabriel, to approve and refer to Council the hiring of an operator to bring staffing levels back to prior to 2012. The motion carried by the following vote:**

**Aye:** 3 - Kummer, Novak and Gabriel

**Nay:** 2 - Sitkiewitz and Czekala

[17-0553](#)

Resolution to approve revised job descriptions within the Department of Public Infrastructure, WWTF, Fire, and RWAM departments.

Some discussion about the job descriptions and why there is a need to do some clean up of them. Jessie Lillilbridge explained there will be more coming for review as they are looked at for revision.

**Moved by Czekala, seconded by Kummer, that this Resolution to approve revised job descriptions for DPI, WWTF, Fire and RWAM be referred to the Common Council. The motion carried by the following vote:**

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

[17-0560](#)

Resolution to approve revised Performance Evaluation Form and process and Department Head Peer Review form-June, 2017

Jessie Lillilbridge provided an overview of the Performance Evaluation Form with the progress and revisions of the forms. CVMIC provided supervisor training in March on Performance Evaluations and will be coming again in September and holding a 2-hour training for employees and a 4-hour training for supervisors. Lillilbridge also introduced her idea to administer peer reviews for department heads and the procedure for that.

**Moved by Czekala, seconded by Novak, that this Resolution to approve new Performance Evaluation form and Department Head Peer Review form and update policy manual be referred to the Common Council. The motion carried by the following vote:**

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

[17-0561](#)

## Alder Gabriel's Proposed Performance Plan Complements

Alder Gabriel explained three different performance models/ideas. First was the Deloitte Model Performance Rating Supplement which is a short four question model. Second was to add all job descriptions to the internet and third was the Tactical Mission Plan with a blanket city mission and separate operational and tactical missions under that. Alder Gabriel also proposed each Department Head create an annual report to showcase work that the city is doing.

**Moved by Czekala, seconded by Kummer, to place on file Alder Gabriel's Proposed Performance Plan Complements. The motion carried by the following vote:**

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

## 6. Convene in Closed Session

**A motion was made by Kummer, seconded by Gabriel, to convene in closed session at 6:45 p.m. 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)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The specific subject matter that may be considered in closed session is:

[15-0597](#)

Leave of Absence Request for City Employee.

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

## 7. Reconvene in Open Session

**A motion was made by Novak, seconded by Kummer, to reconvene in open session at 6:52 p.m. The motion carried by the following vote:**

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

[15-0597](#)

Leave of Absence Request for City Employee.

No discussion

**Moved by Czekala, seconded by Kummer, to accept the leave of absence request for City Employee and place on file. The motion carried by the following vote:**

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

## **8. Adjournment**

**Moved by Gabriel, seconded by Novak, to adjourn at 6:55 p.m. The motion carried by the following vote:**

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

Submitted by Jessie Lillibridge, Human Resources Director.