



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, December 2, 2024

5:30 PM Council Chambers-Meeting is 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 Lillibridge, Todd Blaser, Eric Nycz, Justin Nickels, and Debbie Charney

Present: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

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

- [24-2038](#) Approval of October 7, 2024 Personnel Committee Minutes
- [24-2039](#) Review of Legal Fees Billed out Through November, 2024-Human Resources
- [24-2040](#) Monthly Report out on Health Plan
- [24-2041](#) Report out of Human Resource's Office Initiatives December, 2024
- [24-2042](#) Report out of City Attorney's Office Initiatives December, 2024

Approval of the Consent Agenda

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

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

5. Discussion and Action Items

[24-2043](#)

Fire Rescue Department-Request for Updates to Paramedic Hiring Process

Chief Blaser explained to the committee that the City will use the funds saved by not paying Paramedic premiums to new hires that do not have that licensure upon hire, to send the new hire to school to attain the Paramedic license with a payback clause if employment is ended within 5 years. There will be a new policy developed for the December 16, 2024 Council meeting.

Moved by Vanderkin, seconded by Brey, to approve the request to develop a policy related to Paramedic licensure training and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-2053](#)

Request for a Resolution for a Conditional Offer of Employment for a Firefighter/Paramedic Related to Elected Officials, Department Heads, or Supervisory Personnel

Human Resources Director Jessie Lillibridge explained to the committee that this candidate is related to a supervisor of the Fire Rescue Department and therefore, needs approval per our policy.

Moved by Brey, seconded by Vanderkin, that this request for a resolution for a conditional offer of employment for a Firefighter/Paramedic related to an elected official, department head, or supervisory personnel be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1858](#)

Discussion on Changes to the City of Manitowoc Compensation Plan Maintenance

Mayor Nickels explained to the committee that after this was brought forward at the last meeting, he worked with the Human Resources Director, Jessie Lillibridge, and the City Attorney, Eric Nycz, to update the language in the current compensation plan. The changes allow more flexibility to utilize more than just survey data to determine increases. There was some discussion on the item including adding some language to include information from exit interviews that is pertinent or trending. The Mayor, Human Resources Director, and City Attorney will update the compensation plan as advised and bring the update to the next Personnel Committee meeting.

[24-2044](#)

Employee Policy Manual Language Update-December, 2024

Human Resources Director Jessie Lillibridge gave an overview of the three changes to the Employee Policy Manual to the committee.

Moved by Vanderkin, seconded by Schlei, that this request to update the Employee Policy Manual language be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

6. Convene in Closed Session

Moved by Vanderkin, seconded by Schlei, to convene in closed session at 6:01 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

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:

[24-2045](#) Update on Department Head Performance Reviews

(Closed Session portion of the Minutes has been redacted)

7. Reconvene in Open Session

Moved by Brey, seconded by Schlei, to reconvene in open session at 6:28 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-2045](#) Update on Department Head Performance Reviews

There was no discussion on this item.

8. Adjournment

Moved by Vanderkin, seconded by Schlei, that this meeting be adjourned at 6:29 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

Submitted by Debbie Charney, Human Resources Generalist