



# City of Manitowoc

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

## Meeting Minutes

### Committee of the Whole

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Wednesday, November 30, 2016

5:30 PM

Council Chambers

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#### 1. Call to Order

#### 2. Roll Call

**Present:** 7 - McMeans, Sladky, Brey, Sitkiewitz, Nickels, Kummer and Czekala

**Absent:** 3 - Howe, Able and Soeldner

#### 3. Public Comment

#### 4. Discussion and Action Items

[16-1129](#)

Communication from Superintendent Wastewater Treatment Facility resigning his position effective December 16, 2016, recommending acceptance of resignation and place on file.

**Attachments:** [16-1129.pdf](#)

**Moved by Sitkiewitz, seconded by McMeans, that this Communication be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 7 - McMeans, Sladky, Brey, Sitkiewitz, Nickels, Kummer and Czekala

[16-1130](#)

Discussion and possible action on filling the vacant Wastewater Treatment Facility Superintendent position, recommending placing on file.

**Attachments:** [job descr.pdf](#)

(Clerk's Note: Per Municipal Code Section 3.100(3), the Wastewater Treatment Facility Board shall recommend to the Common Council the name of a Superintendent for approval)

**Moved by Sitkiewitz, seconded by Sladky, that this Action Item be placed on file. The motion carried by the following vote:**

**Aye:** 7 - McMeans, Sladky, Brey, Sitkiewitz, Nickels, Kummer and Czekala

[16-0615](#)

Phone Policies for Departments: City Department Public Phone Answering Policies.

Phone answering policies for City Departments was discussed. It is imperative that all phone calls are answered by a person. Use of phone tree was discussed with each department to set up their own tree and allowing the caller to push zero to get Customer Service. The Mayor was asked to give a report to the committee by January 31st.

## 5. Adjournment

**Moved by Sladky, seconded by Kummer, that this meeting be adjourned at 6:07 p.m. The motion carried by the following vote:**

**Aye:** 7 - McMeans, Sladky, Brey, Sitkiewitz, Nickels, Kummer and Czekala