



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Thursday, September 7, 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, Steve Corbeille, Dave Vorpahl, Dan Koski, Attorney Kathleen McDaniel, Todd Blaser, Kristin Stoeger, Patrick Glynn, and Debbie Charney.

**Present:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Absent:** 1 - 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

[17-0886](#) Approval of July 31, 2017 Personnel Committee Minutes.

[17-0887](#) Review of legal fees billed out through August 2017-Human Resources.

[17-0888](#) Report out on Health Plan Funding.

[17-0889](#) Report out of Human Resources Initiatives September, 2017.

[17-0890](#) Report out of City Attorney's Initiatives September, 2017.

#### APPROVAL OF 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:** 4 - Sitkiewitz, Czekala, Kummer and Novak

## 5. Discussion and Action Items

[17-0891](#)

Compensation Plan Policy Recommendations and Implementation.

Patrick Glynn from Carlson Dettmann came forward to the table to speak of a compensation plan policy wage matrix error that was made in the presentation-proposal he brought forward last month where the designation of grade rates were incorrect. This issue was corrected and explained to the Committee. The recommended changes to the compensation were presented by Jessie Lillibridge and Steve Corbeille. Discussion was held on several of the changes.

**Moved by Sitkiewitz, seconded by Kummer, a motion to reject the recommendation to remove lump sum payments to red-circled employees. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Moved by Sitkiewitz, seconded by Czekala, to accept the recommendation for new hire guidelines and add up to step seven. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Moved by Sitkiewitz, seconded by Czekala, to change the annual review language to state that employees may move up one or two steps based on receiving a rating of above expectation with documentation of the Department Head and HR and Mayoral approval. The motion was amended to add employees up to step seven. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Moved by Kummer, seconded by Czekala, to change wording in Section 1. of the Compensation Plan Policy to state "It is the intent of the city to commit to re-evaluating the market position of this compensation structure through a full or partial benchmark study as often as determined by the Council". The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Moved by Novak, seconded by Czekala, to recommend the document as amended and send a clean copy to Council for approval. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

**Moved by Kummer, seconded by Novak, to approve the revised pay matrix document as presented and forward to Council for approval. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[17-0899](#) Committee budget directives to Mayor.

Kathleen McDaniel explained specific budget requests to the Committee which include, an increase to Outside Counsel line, and changing the current Staff Attorney position from .5 to .75 hours, from 20-30 hours a week. Jessie Lillibridge explained the need to increase hours of the HR Generalist position from 29-40 hrs, and the request to procure HR Software to support the department. The department currently uses Springbrook HR Module, which will no longer be supported moving forward.

**This Report was placed on file**

## 6. Convene in Closed Session

**A motion was made by Alderperson Steven Czekala, seconded by Alderperson Jeremiah Novak, to convene in closed session at 7:29 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

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:

[17-0892](#) Request to enter into 2018 DPW Wage Agreement with Local 662.

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

## 7. Reconvene in Open Session

**A motion was made by Alderperson Steven Czekala, seconded by Alderperson Jeremiah Novak, to reconvene in open session at that these was reconvene in open session at 7:34 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

[17-0892](#) Request to enter into 2018 DPW Wage Agreement with Local 662.

No discussion.

**Moved by Czekala, seconded by Novak, to defer to Human Resources to respond and place on file. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekala, Kummer and Novak

## 8. Adjournment

**A motion was made by Alderperson Lee H. Kummer, seconded by Alderperson Steven Czekała, to adjourn at 7:38 p.m. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Czekała, Kummer and Novak

Submitted by Jessie Lillibridge, Human Resources Director.