



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, December 4, 2017

6:00 PM

Council Chambers

1. Call to Order

The meeting was called ot order at 6:00 P.M.

2. Roll Call

Jessie Lillibridge, Steve Corbeille, Dan Koski, Attorney Kathleen McDaniel, Todd Blaser, Anne Juza, Jim Muenzenmeyer, Chad Schenioha, Mayor 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:17-1162 Review of legal fees billed out through October 2017-Human Resources and 117-1164 Report out of City Atrtorney's Initiatives November, 2017.

[17-1161](#) Approval of October 2, 2017 Personnel Committee Minutes.

[17-1165](#) Report out on Health Plan Funding.

[17-1163](#) Report out of Human Resources Initiatives November, 2017.

APPROVAL OF CONSENT AGENDA

Moved by Kummer, seconded by Gabriel, to accept the Consent Agenda items as ammended. The motion carried by the following vote:

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

5. Discussion and Action Items

[17-1162](#) Review of legal fees billed out through October 2017-Human Resources.

Alder Kummer asked City Attorney McDaniel where the City is at with the Big J's litigation regarding cost to date. Attorney McDaniel quoted \$21,330.60 in outside counsel time and conservatively estimated approximately 170 hours of departmental time to date.

Moved by Czekala, seconded by Novak, to accept the agenda item and place on file. The motion carried by the following vote:

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

[17-1164](#) Report out of City Attorney's Initiatives November, 2017.

Lee Kummer expressed interest in having a letter sent to Newell Rubbermaid's Board of Directors to inquire about getting some sort of financial assistance. Attorney McDaniel stated she will be requesting a COW within the next month or two to update Council on Gravel Pit.

Moved by Czekala, seconded by Novak, to accept the agenda item and place on file. The motion carried by the following vote:

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

[17-1174](#) Out of State Travel Request-Fire Department-Company Officer Academy.

Todd Blaser approached the table to discuss the out of state travel request to Illinois for Company Officer Academy training which is a 3 day course with peers and is within budget. There was some discussion about the institution and it being a for profit.

Moved by Czekala, seconded by Novak, to accept the out of state travel request. The motion carried by the following vote:

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

[17-1167](#) Resolution to approve revised job descriptions for Cemetery Team Leader, Fleet Team Leader, Housing Enforcement Inspector, Parks Team Leader, Arborist-Forester, DPI Laborer, Human Resources Generalist, Business and Housing Development Planner, Staff Attorney, and Maintenance Mechanic.

Nic Sparacio joined the meeting via conference call for discussion about the job descriptions that were approved through the budget process and revisions needed on them.

Moved by Gabriel, seconded by Czekala, to approve the job descriptions of the Staff Attorney and the Business and Housing Development Planner positions pending a successful presentation of the blight action process by Mayor Nickels on how these positions will assist in the process by 1-31-2018 and subsequent approval by Common Council. The motion failed by the following vote:

Aye: 1 - Gabriel

Nay: 4 - Sitkiewitz, Czekala, Kummer and Novak

Moved by Czekala, seconded by Kummer, to approve and refer to Council the job descriptions as submitted with the DPI positions being forwarded to PI meeting. The motion carried by the following vote:

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

[17-1171](#)

Request to backfill vacant positions up to the budgeted amount through 2018 for WWTF Operator, Transit Driver, and DPI Laborer.

No discussion

Moved by Gabriel, seconded by Novak, to approve and refer to Council the request to backfill vacant position up to budgeted amount through 2018. The motion carried by the following vote:

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

[17-1168](#)

Discussion and possible action on backfill and training overlap of Payroll Administrator due to retirement.

Steve Corbeille and Jessie Lillibridge explained to Council that the current Payroll Administrator has unofficially announced retirement for late August, 2018. There was discussion of giving the payroll function of the position to the current Accountant and adding an HR Specialist position in the HR department for the rest of the duties of the position, which is mostly HR work. Ultimately, an overlap for training in this roll would be requested. The Committee expressed to them that they are open to discuss this further once more planning has been put together about the two roles.

This Request was discussed

[17-1166](#)

Discussion: Accela/Springbrook Upgrade Progress -Challenges and Optimizations.

Jessie Lillibridge explained that HR is currently looking at getting HR software that will support the HR functions as Springbrook will no longer support HR functions and is problematic. The 2018 budget does support this.

This Report was placed on file

[17-1170](#)

Discussion on the January, 2018 Personnel Committee meeting date.

Discussion for the January, 2018 meeting since the first Monday of the Month is New Years Day. The Committee agreed to have the meeting on 1-4-2018.

6. Adjournment

A motion was made by Gabriel, seconded by Novak, to adjourn at 6:50 p.m. The motion carried by the following vote:

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

Submitted by Jessie Lillibridge, Human Resources Director.