



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Thursday, January 4, 2018

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, Attorney Kathleen McDaniel, Steve Corbeille, Julia Lee, Nick Reimer, Jeremy Kronforst, Greg Wuensch, Mike Sgaroto, Eric Bauer, 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

- [17-1268](#) Approval of December 4, 2017 Personnel Committee Minutes.
- [17-1269](#) Review of legal fees billed out through November 2017-Human Resources.
- [17-1270](#) Report out on Health Plan Funding.
- [17-1271](#) Report out of Human Resources Initiatives December, 2017.
- [17-1272](#) Report out of City Attorney's Initiatives December, 2017.

Approval of the Consent Agenda

Moved by Czekala, seconded by Novak, to accept the Consent Agenda Items. The motion carried by the following vote:

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

5. Discussion and Action Items

[18-0008](#)

Job Description Payroll Administrator (Finance Dept)

- Retirement of existing employee (Aug 2018)
- Request to fill with overlap, after official notice of retirement presented
- Approval of revised job description

Steve Corbeille approached table to explain the Payroll Administrator position will be vacant in August, 2018 due to a retirement. The job description was revised to reflect more accurately the duties of the position. A brief discussion was held regarding hiring this candidate four months prior to the retirement date for training purposes.

Moved by Novak, seconded by Czekala, to approve backfilling the Payroll Administrator position with the revised job description as presented, with an overlap of four months and to refer to Council. The new hire will be moved to the new compensation plan once the current Payroll Administrator vacates the position. The motion carried by the following vote:

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

[17-1274](#)

Out of State Travel Request-PD-Dare Certification-January 22 to Feb 2, 2018.

Chief Reimer and Jeremy Kronforst approached the table to explain the request to send two officers to DARE training due to an upcoming retirement of a current DARE officer. Kronforst explained to the committee, the DARE program's structure for both elementary and middle school, which has evolved to topics such as better decision making, bullying, peer pressure, critical decisions, as well as drug dangers.

Moved by Czekala, seconded by Gabriel, to approve the out of state travel request for DARE training of two officers. The motion carried by the following vote:

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

[17-1273](#)

Resolution to approve revised job descriptions for Clerk Typist-PD, Bridgetender-Operations, Operations-Electrician.

No discussion.

Moved by Kummer, seconded by Novak, to accept revised job descriptions for Clerk Typist-PD, Bridgetender-Operations, and Operations-Electrician and refer to Council. The motion carried by the following vote:

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

[18-0020](#)

Resolution to approve revised job descriptions for Bridgetender-Operations, and Operations-Electrician.

No discussion.

Moved by Novak, seconded by Gabriel, to accept and refer to Council the changes to the job descriptions of Bridgetender-Operations, and Operations-Electrician. 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 Gabriel, seconded by Kummer, to convene in closed session at 6:49 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)(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:

[17-1275](#) Central States Insurance Discussion

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

7. Reconvene in Open Session

A motion was made by Czekala, seconded by Kummer, to reconvene in open session. The motion carried by the following vote:

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

[17-1275](#) Central States Insurance Discussion

No discussion.

8. Adjournment

A motion was made by Czekala, seconded by Novak, to adjourn at 6:49 p.m. The motion carried by the following vote:

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

Submitted by Jessie Lillibridge, Human Resources Director