



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, July 2, 2018

5:15 PM

Council Chambers

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#### 1. Call to Order

The meeting was called to order at 5:15 p.m.

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Steve Corbeille, Dan Koski, Jim Brey, Rhienna Gabriel, John and Laura Mathies, Karl Koch, Amy Eisenschink, Jane Rhode.

**Present:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

#### 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: Report out of City Attorney's Initiatives June, 2018.

[18-0546](#) Approval of May 7, 2018 Personnel Committee Minutes.

[18-0547](#) Review of legal fees billed out through June, 2018-Human Resources.

[18-0548](#) Report out on Health Plan Funding.

[18-0549](#) Report out of Human Resources Initiatives June, 2018.

#### APPROVAL OF CONSENT AGENDA

**Moved by Czekala, seconded by Novak, to accept the Consent Agenda items as amended. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

#### 5. Discussion and Action Items

[18-0550](#) Report out of City Attorney's Initiatives June, 2018.

Sitkiewitz invited City Attorney McDaniel to explain the records request process, and to clarify one Open Records Request regarding an alderperson. McDaniel explained.

**A motion was made by Vice Chair Steven Czekala, seconded by Jeremiah Novak, that this Report be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[18-0561](#)

Update on Human Resources Software-2018.

Jessie Lillibridge updated the committee on the purchase of Kronos software for Human Resources. This was budgeted for the 2018 budget and contains an HR module and timekeeping module, which will be employee interactive. It is in the infance stage of implementation, and is anticipated to be live mid-November. No action required.

**This Report was placed on file**

[18-0659](#)

Discuss relocation packages as a recruiting tool.

Eric Sitkiewitz explained that he had asked Jessie Lillibridge to assemble a recruiting package for discussion purposes. The City does not currently have recruiting tools to attract top notch candidates for positions. Committee discussed previous residency requirements and several ways the City could stay competitive, including moving expenses, home down payments or purchases and sign on bonuses.

Rhienna Gabriel addressed the committee and questioned if the City is struggling to find good talent when filling vacancies, and requesting Lillibridge to gather data showing private wages and recruiting packages within Manitowoc County.

Dan Koski reported hiring difficulties with out of state candidates, and Karl Koch addressed questions related to contractual agreements.

It was the consensus of the committee to have Lillibridge check to see what other communities are doing, and to draft a recruiting policy to bring back to the committee within the next few months for further discussion, and would be implemented for the 2019 budget.

**This Report was discussed**

[18-0660](#)

Aldermanic Compensation, recommending to place on file.

Eric Sitkiewitz advised this is an annual agenda item prior to next year's election for alderpersons. Committee discussed and City Attorney

McDaniel advised that a change in alder's salaries was voted down a few years ago. Rhienna Gabriel discussed what she thought was an increase in her salary just recently, but was for her attendance at the Board of Review, and stated she would not support an increase in alders' compensation.

**Moved by Kummer, seconded by Novak, to place on file for Consent Agenda Aldermanic Compensation. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[18-0430](#)

Business Relationships between Community Development Department and local businesses.

Eric Sitkiewitz advised that Rhienna Gabriel had requested this agenda item. She had been approached by many businesses to make welcome packages for new residents moving into the community. Due to the Community Development Department being down to just one employee, Gabriel has offered to put a package together. Committee discussed Vision 2022, and that there already are such info packets from the Mayor, Chamber of Commerce, Progress Lakeshore, Visitor's Information Center.

It was the concensus of the committee not to have a duplication of services, and that there be just one source for informative welcome information packets. Alder Gabriel was asked by Alder Czekala to provide more information at the next meeting.

Scott McMeans, Todd Lotz and Stacy Bialek arrived.

**This Report was discussed**

[18-0544](#)

How Personnel Standing Committee intends to address District 10 concerns brought forward by their elected representative, Alderperson Gabriel.

Committee briefly discussed and agreed the process is to follow the Council rules.

**Moved by Czekala, seconded by Novak to place on file. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

## 6. Convene in Closed Session

Eric Sitkiewitz invited City Attorney McDaniel to address the committee on the dynamics of closed sessions. McDaniel stressed the importance to keep any closed session discussion confidential.

**A motion was made by Czekala, seconded by Williams, to convene in closed session at 5:52 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

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:

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters Local 368 contract negotiations.

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

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The specific subject matter that may be considered in closed session is:

[18-0562](#) Workers Compensation Claim Settlement with Police Employee.

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

## 7. Reconvene in Open Session

**A motion was made Czekala, seconded by Novak, to reconvene in open session at 6:40 pm. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters Local 368 contract negotiations.

No discussion held.

[18-0562](#) Workers Compensation Claim Settlement with Police Employee.

**Moved by Czekala, seconded by Novak to approve the settlement agreement as outlined by Human Resources and the City Attorney and forward to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

## 8. Adjournment

**A motion was made by Czekala, seconded by Novak, to adjourn at 6:42 pm. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Czekala, Kummer, Novak and Williams

Submitted by Jessie Lillibridge, Human Resources Director.