



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Wednesday, September 11, 2019

6:00 PM

Council Chambers

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Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

#### 1. Call to Order

The meeting was called to order at 6:00 p.m.

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Justin Nickels, Dan Koski, Steve Corbeille (by phone), Cathie Kocourek, Andrew Yetter, Scott McMeans, Jeremiah Novak, Brett Norell, Paul Braun, Shawn Esslinger, Greg Vadney, Courtney Pelot, Kristin Stoeger, Steven Olson, Kayla Rockelwitz, and Debbie Charney.

**Present:** 3 - Czekala, Sitkiewitz and Williams

**Absent:** 1 - Kummer

#### 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

[19-0949](#)

Approval of August 5, 2019 Personnel Committee Minutes

[19-0950](#) Review of legal fees billed out through August, 2019-Human Resources

[19-0951](#) Report out on Health Plan Funding

[19-0952](#) Report out of Human Resources Initiatives September, 2019

[19-0953](#) Report out of City Attorney's Initiatives September, 2019

Approval of the Consent Agenda

**Moved by Sitkiewitz, seconded by Williams, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

## 5. Discussion and Action Items

[19-1016](#) Out of State Travel-Community Development-EPA Brownfields Conference, Los Angeles-December 10-13, 2019

No Discussion

**Moved by Sitkiewitz, seconded by Williams, that this request for out of state travel for the Community Development employees to attend the EPA Brownfields Conference from December 10-13, 2019 in Los Angeles, CA be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-1017](#) Out of State Travel-Community Development-Autodesk University OR Green Build-Las Vegas OR Atlanta-November 11-22, 2019

No Discussion

**Moved by Sitkiewitz, seconded by Williams, that this request for out of state travel for Nick Mueller, a Community Development employee, to attend one of two conferences from November 18-22, 2019 be accepted and placed on file. One is Autodesk University in Las Vegas, NV and the other is Green Build in Atlanta, GA. Nick will choose the conference based on the best opportunities for lowest cost. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-1015](#) Out of State Travel Request-DPI-APWA National Snow Rodeo-Loveland, CO-Sept 25-27, 2019

Alder Czekala congratulated Billy Hutterer for getting first place in the Rodeo.

**Moved by Sitkiewitz, seconded by Williams, that this request for out of state travel for Billy Hutterer, a Streets Laborer for DPI, to attend and compete in the APWA National Snow Rodeo from September 25-27, 2019 in Loveland, CO be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-0997](#)

Out of State Travel Request-RWAM-Association of Midwest Museums Annual Conference-October 4, 2019-Grand Rapids, MI

No Discussion

**Moved by Sitkiewitz, seconded by Williams, that this request for out of state travel for Greg Vadney, Director of the RWAM, to attend the Association of Midwest Museums Annual Conference on October 4, 2019 in Grand Rapids, MI be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-0845](#)

ABRC Presentation of Health Care Plan Recommendations for 2020

Shawn Esslinger from Associated Benefits and Risk Consulting attended the meeting and presented the Committee with a health care plan recommendation for 2020 plan year. There was discussion amongst the Committee on different aspects of the proposal.

**Moved by Williams, seconded by Sitkiewitz, to approve the proposed 2020 Health Care Plan recommendations from ABRC. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

**Moved by Williams, seconded by Sitkiewitz, to approve that this request be referred to the Common Council with the recommended Option 2 Health Care Plan with Robin/Health Partners and transition to a HDHP HSA plan design as presented by ABRC with the City contribution of \$250(single) and \$500(family) to the HSA. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-0956](#)

Compensation Review for Municipal Court Judge

Judge Olson gave a brief outline for reasons why he is requesting a 20% salary increase for his next term. Human Resource Director, Jessie Lillibridge, did research on comparables and agreed that an increase over the course of the next election term would be appropriate. This item will be brought back to Committee in October, 2019.

[19-0847](#)

Parks and Rec Job Description Changes and Approval to Fill 2 Positions for DPI

**Moved by Sitkiewitz, seconded by Williams, that this Request to approve three job descriptions (Operations Division Manager, Parks and Recreation Division Manager and Recreation Team Leader) and approve filling two positions in DPI be approved and referred to council. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-0954](#)

Employee Policy Manual Language Update-September, 2019

Human Resources Director Lillibridge updated the Committee on the requested changes to the EPM.

**Moved by Sitkiewitz, seconded by Williams, to approve the recommended changes to the Employee Policy Manual for Council's consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-0955](#)

Committee Budget Directives to Mayor

Alder Sitkiewitz expressed his wish to add admin staff in City but especially to CD and Building Inspection departments to the upcoming budget year. Alder Czekala stated that Mayor Nickels told him that this position would be a priority. Mayor Nickels advised the Committee that 2020 budget would probably not include new positions be added due to other priorities. Alder Williams expressed his concern for the coal pile and wishes to have some sort of a trolley system added to the City. Alder Novak expressed his support of departments adding personnel or slowing projects down. Alder McMeans added that Council needs to respect the amount and size of projects being moved forward while looking at available staffing to do these projects.

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

**Aye:** 3 - Czekala, Sitkiewitz and Williams

## 6. Convene in Closed Session

**Moved by Sitkiewitz, seconded by Williams, to convene in closed session at 8:09 p.m. The motion carried by the following roll call vote:**

**Aye:** 3 - Czekala, Sitkiewitz 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:

[19-0618](#)

Teamsters Local No. 662 Transit Contract Negotiations

[19-0998](#)

Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association Contract Memo of Understanding-Pregnancy MOU

[19-0999](#)

Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association Contract Memo of Understanding-Non Work Light Duty MOU

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:

[19-0975](#) DWD Complaint

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

[19-1014](#) Discussion of Community Development Director Recruitment Process

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

### 7. Reconvene in Open Session

**Moved by Sitkiewitz, seconded by Williams, to reconvene in open session at 8:43 p.m. The motion carried by the following roll call vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

No discussion

[19-0998](#) Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association Contract Memo of Understanding-Pregnancy MOU

No discussion

[19-0999](#) Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association Contract Memo of Understanding-Non Work Light Duty MOU

**This Request was placed on file**

[19-0975](#) DWD Complaint

No discussion

[19-1014](#) Discussion of Community Development Director Recruitment Process

**Moved by Sitkiewitz, seconded by Williams, to forward the recommended candidate for the Community Development Director to Council with a hiring resolution. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

## **8. Adjournment**

**Moved by Sitkiewitz, seconded by Williams, that this meeting be adjourned at 8:45 p.m. The motion carried by the following vote:**

**Aye:** 3 - Czekala, Sitkiewitz and Williams

Submitted by Debbie Charney, Human Resources Generalist