



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, June 1, 2020

6:00 PM Council Chambers. Note-Meeting will also be available via  
Remote Conferencing

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#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Todd Blaser, Dan Koski, Justin Nickels, Jeremiah Novak, John Brunner, Nick Reimer, Steve Corbeille, Kristin Stoeger, Scott McMeans, Curt Hall and Debbie Charney.

**Present:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

#### 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:

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

- [20-0541](#) Approval of May 4, 2020 Personnel Committee Minutes
- [20-0542](#) Review of legal fees billed out through May, 2020-Human Resources
- [20-0543](#) Report out on Health Plan Funding
- [20-0544](#) Report out of Human Resources Initiatives June, 2020
- [20-0545](#) Report out of City Attorney's Initiatives June, 2020

#### Approval of the Consent Agenda

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

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

## 5. Discussion and Action Items

[20-0353](#) Request to approve Part-time Zoo job description and to conduct recruitment process to fill position

There was no discussion on this item.

**Moved by Sitkiewitz, seconded by Hansen, to approve a request for a part time zoo job description and to hire a part time zoo employee for the position. This request is being referred to the Public Infrastructure Committee. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

[20-0550](#) Finance Director Intent to Retire and Proposed Recruitment Timeline

Steve Corbeille announced his intent to retire around the end of 2020 to the committee. The Mayor stated he would like to get this position posted and do interviews in July-August and hope to make an offer to a candidate and bring that to August or September Council meeting so there would be a 1-2 month overlap with the new Director.

**Moved by Sitkiewitz, seconded by Lotz, that this Request for a proposed overlap of two months to backfill the Finance Director position be approved and referred to council. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

[20-0571](#) Request to Revise Extended Leave Policy

Human Resources Director, Jessie Lillibridge, explained the way the current Extended Leave Policy is managed and discussed her recommendation to allow increased access to the leave for employees needing to stay home due to illness. There was discussion on the past structure of the time off system for the City and the current PTO system. There was discussion on the amount of leave The Mayor spoke on this item, indicating that he was not supportive of the request to allow employees more access to the extended leave. Chief Nick Reimer also spoke on this agenda item and his support to ensure that employees are not coming into work sick.

**Moved by Lotz, seconded by Schlei, to refer the request to revise the current extended leave policy to council. The motion carried by the following vote:**

**Aye:** 4 - Czekala, Hansen, Schlei and Lotz

**Nay:** 1 - Sitkiewitz

[20-0549](#) Employee Policy Manual Language Update-June, 2020

Human Resources Director, Jessie Lillibridge, explained to the committee

what updates were being requested in the Employee Policy Manual. Alder Sitkiewitz asked Lillibridge about Article V: Interim Pay Policy and Lillibridge explained that this item was passed at Council a while back but it was not reflected in the policy manual to date.

**Moved by Sitkiewitz, seconded by Hansen, to approve the request to update the Employee Policy Manual with multiple change and refer to council. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

[20-0546](#)

Aldermanic Compensation

There was no discussion on this item.

**This Report was placed on file.**

## 6. Convene in Closed Session

**Moved by Hansen, seconded by Lotz, to convene in closed session at 6:34 p.m. The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

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:

[20-0227](#) Firefighter Bargaining

[20-0436](#) Police Contract Bargaining

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

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

## 7. Reconvene in Open Session

**Moved by Lotz, seconded by Sitkiewitz, to reconvene in open session at 7:05 p.m.**

**The motion carried by the following vote::**

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

[20-0227](#) Firefighter Bargaining

No discussion on this item

[20-0436](#) Police Contract Bargaining

No discussion on this item

[19-0975](#) DWD Complaint

No discussion on this item

## **8. Adjournment**

**Moved by Lotz, seconded by Hansen, that this meeting be adjourned at 7:07 p.m.**

**The motion carried by the following vote:**

**Aye:** 5 - Czekala, Sitkiewitz, Hansen, Schlei and Lotz

Submitted by Debbie Charney, Human Resources Generalist