



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, October 4, 2021

5:30 PM Council Chambers. Meeting also available via Remote Conferencing-Zoom

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#### 1. Call to Order

The meeting was called to order at 5:30 p.m.

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Amy Eisenschink, Kerry Peck, Todd Blaser, Justin Nickels, and Debbie Charney

**Present:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

#### 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

[21-0926](#) Approval of September 9, 2021 Personnel Committee Minutes

[21-0927](#) Review of Legal Fees Billed out Through September, 2021-Human Resources

[21-0928](#) Report out on Health Plan Funding

[21-0929](#) Report out of Human Resources Initiatives October, 2021

[21-0930](#) Report out of City Attorney's Initiatives October, 2021

#### Approval of the Consent Agenda

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

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

#### 5. Discussion and Action Items

[21-0797](#)

Request to Approve Revised Fire Rescue Job Descriptions-Firefighter/Paramedic, Lieutenant, Motor Pump Operator, and Captain

Human Resources Director Jessie Lillibridge explained that the Fire Department job descriptions have not been updated since 2013 and the updates consist of title changes and education requirements to ensure the City is promoting the best candidates.

**Moved by Vanderkin, seconded by Czekala, to approve as submitted the revised Fire Department job descriptions-Firefighter/Paramedic, Lieutenant, Motor Pump Operator, and Captain and forward to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-0933](#)

Request to Approve Revised RWAM Job Description-RWAM Guard Renaming to a Visitor Services Clerk

Human Resources Director Jessie Lillibridge stated that Greg Vadney, Executive Director of the Rahr-West Art Museum, put a memo together with reasoning on modifying the job description to Visitor Service Clerk instead of Guard, modifying the candidate requirements and increasing the hourly pay.

**Moved by Czekala, seconded by Cummings, to approve as submitted the revised RWAM Guard job description renaming it to a Visitor Service Clerk and to forward this to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-0934](#)

Request to Approve EPM Compliance Updates as a Result of the Transit Audit

Human Resources Director Jessie Lillibridge explained to the committee that there was recently a Federal audit performed on the Transit program. One finding was to clarify language in the Employee Policy Manual (EPM) relating to the process of recording employee's hours and appropriate approvals so revisions to the EPM were requested to comply with the finding. The Committee referred this to HR to incorporate into the next EPM update.

**This Request was accepted and placed on file**

[21-0932](#)

Room Tax Commission Request that the City Personnel Committee allow the Human Resources Department Staff to Assist in the Creation of Job Descriptions and Recruitment of Employees for the Commission

The Room Tax Commission asked the Personnel Committee to direct HR staff to assist in creating job descriptions and recruitment of employees for the commission. Committee gave approval to do so.

**This Report was accepted and placed on file**

[21-0931](#)

Request to Refer Self-Funded Workers' Compensation Plan Agreement Resolution for 2022-2024 to Council

Human Resources Director Jessie Lillibridge explained to the committee that every three years the state requires that we submit a resolution stating that we are self-funded. We have been self-funded for our workers comp insurance since 2016. The committee directed the City Attorney's office to create a resolution for Council.

**The committee directed the City Attorney's office to create a resolution for Council.**

## 6. Convene in Closed Session

**Moved by Czekala, seconded by Vanderkin, to convene in closed session at 5:38 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

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:

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

[21-0262](#)

Fire Contract Negotiations-2022-2024

## 7. Reconvene in Open Session

**Moved by Czekala, seconded by Vanderkin, to reconvene in open session at 5:48 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

[21-0262](#)

Fire Contract Negotiations-2022-2024

**Moved by Czekala, seconded by Vanderkin, to approve the tentative agreement for the fire contract and direct the City Attorney to draft the document for the approved contract and refer to Council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

## 8. Adjournment

**Moved by Cummings, seconded by Schlei, that this meeting be adjourned at 5:49 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Czekala, Schlei and Cummings

Submitted by Debbie Charney, Human Resources Generalist

