



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

---

Monday, April 4, 2022

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

---

#### 1. Call to Order

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

#### 2. Roll Call

Jessie Lillibridge, Kathleen McDaniel, Amy Eisenschink, Todd Blaser, and Debbie Charney

**Present:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

**Absent:** 1 - Czekala

#### 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

- [22-0285](#) Approval of the March 7, 2022 Personnel Committee Minutes
- [22-0286](#) Review of Legal Fees Billed out Through March, 2022-Human Resources
- [22-0287](#) Report out of Human Resources Initiatives April, 2022
- [22-0288](#) Report out of City Attorney's Initiatives April, 2022

#### Approval of the Consent Agenda

**Moved by Schlei, seconded by Cummings, to accept the Consent Agenda Items as presented. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

#### 5. Discussion and Action Items

- [22-0290](#) Request to Revise Firefighter/Paramedic Job Description

Fire Chief Todd Blaser explained that there were two different sections in the Firefighter/Paramedic job description he was requesting to update. One change was updating the minimum age to 18 years old. The other update was the proof of valid CPAT certification within the last 12 months of hire or ability to obtain within 6 months from date of hire.

**Moved by Cummings, seconded by Schlei, to approve the request to revise the Firefighter/Paramedic Job Description and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

[22-0200](#)

Request to Approve Sick Leave Policy and PTO Language Revisions

Human Resources Director Jessie Lillibridge explained her request to enhance the PTO policy by awarding employees 80 hours of PTO upon hire and then begin accruing at the reduced rate. Also grant usage of PTO after 30 days employment and add a pay back clause and pay out clause. The proposed sick leave policy consists of 24 hours that employees would be provided annually (pro-rated for part time) and would be forfeited if not used within the calendar year. Also, a good attendance bonus (additional PTO) for specific amounts of unused leave. The sick leave policy would first be implemented January 1, 2023.

**Moved by Schlei, seconded by Cummings, to approve Sick Leave Policy and PTO Language revisions and refer to the consent agenda for Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

[22-0289](#)

Request to Approve Employee Policy Manual Revisions-April, 2022

No discussion on this item

**Moved by Cummings, seconded by Schlei, to approve the Employee Policy Manual Revisions-April, 2022 and refer to Council. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

[22-0294](#)

Resignation Notice of Finance Director Alfred

No discussion on this item

**Moved by Cummings, seconded by Schlei, to approve the resignation notice of Finance Director Alfred and refer to Council to be placed on file. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

[22-0293](#)

Resignation Notice of City Attorney McDaniel

No discussion on this item

**Moved by Schlei, seconded by Cummings, to approve the resignation notice of City Attorney McDaniel and refer to Council to be placed on file. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Vanderkin, Schlei and Cummings

## **6. Adjournment**

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail [cityattorney@manitowoc.org](mailto:cityattorney@manitowoc.org) at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.