



City of Manitowoc

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

Meeting Minutes - Final-revised Personnel Committee

Monday, March 31, 2014

6:30 PM

Common Council Chambers

Meeting will begin at posted time or immediately after the Committee of the Whole Meeting.

1. Call to Order

Alder Able called the meeting to order at 6:55 p.m.

2. Roll Call

Interim City Attorney Kathleen McDaniel, Mayor Justin Nickels, Dan Koski, Karen Dorow, Todd Blaser, Jane Rhode and Alders Jim Brey and Scott McMeans.

Present: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

3. Discussion and Action Items

4. [14-456](#)

Staffing for the City Attorney and Human Resources Departments.

Committee discussed the current structure of the City Attorney department, the performance of Interim City Attorney Kathleen McDaniel and the promotion of her to the position of City Attorney. The revised job description, along with the Mayor's recommended wage rate for the position, will be determined at the next Personnel Committee meeting, with the wage rate to be retroactive to the date the appointment resolution is adopted.

Moved by Hennessey, seconded by Sitkiewitz to promote Interim City Attorney Kathleen McDaniel into the City Attorney position. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

Staffing for the Human Resources Department.

Moved by Hennessey, seconded by Sitkiewitz, to begin recruiting for a Human Resources Director immediately. The revised Human Resources Director job description will be determined at the next Personnel Committee meeting. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

Interim City Attorney McDaniel explained revisions have been made to the HR Director and City Attorney job descriptions with the assistance of Jeri Johnson. She thanked the Committee for their confidence in her, and requested position title changes be made for Heather Sohlden from Confidential Secretary to the Mayor and Assistant City Attorney to Confidential Secretary to the Mayor and Attorney, and a position title change be made for Jane Rhode from Confidential Legal Secretary to Paralegal.

Moved by Hennessey, seconded by Able, that the position title changes be approved. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

5. [14-457](#) Staffing for the Planning Department.

Committee and Mayor Nickels discussed the EDC, Mainly Manitowoc and room taxes. Alder Able reported that Licensing, Permits and Inspections Committee supports the revised position of Associate Planner/Economic Development Expediter.

Moved by Sitkiewitz, seconded by Hennessey, to approve the recommendation from the Licensing, Permits and Inspections Committee. The revised job description will be determined at the next Personnel Committee meeting. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe

6. Adjournment

Moved by Sitkiewitz, seconded by Schema, to adjourn. Committee adjourned at 7:16 p.m. The motion carried by the following vote:

Aye: 5 - Able, Hennessey, Schema, Sitkiewitz and Howe