



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, February 7, 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, Todd Blaser, Shawn Alfred, 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

- [22-0096](#) Approval of the January 3, 2022 Personnel Committee Minutes
- [22-0097](#) Review of Legal Fees Billed out Through January, 2022-Human Resources
- [22-0098](#) Report out on Health Plan Funding
- [22-0099](#) Report out of Human Resources Initiatives February, 2022
- [22-0100](#) Report out of City Attorney's Initiatives February, 2022

Approval of the Consent Agenda

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

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

5. Discussion and Action Items

[22-0101](#)

Staffing Overlap Request-Fire Rescue Department

Chief Blaser explained the reasoning for the overlap request which is prompted by being down three positions currently and there are planned resignations coming up soon. Requesting the overlap for a month to have the ability to start recruit class with six candidates.

Moved by Czekala, seconded by Vanderkin, to approve the staffing overlap request for the Fire Rescue Department and refer to Council. The motion carried by the following vote:

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

[21-1241](#)

Request to Approve Municipal Court Clerk Position Reclassification

Human Resources Director Jessie Lillibridge explained the reclassification request to the committee which included reviewing the job description and sending it to Carlson Dettmann for review. The recommendation from Carlson Dettmann was to move the position up a grade from F where it is currently to grade G.

Moved by Schlei, seconded by Cummings, to approve the request to reclassify the Municipal Court Clerk position and refer Council. The motion carried by the following vote:

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

6. Adjournment

Moved by Vanderkin, seconded by Schlei, that this meeting be adjourned at 5:44 p.m. The motion carried by the following vote:

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

Submitted by Debbie Charney, Human Resources Generalist