



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Minutes - Final

### Personnel Committee

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Thursday, September 8, 2022

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, Shawn Esslinger, Amy Eisenschink, Marcus Cummings,  
Maxem Cummings, and Debbie Charney.

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

#### 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

- [22-0738](#) Approval of the August 1, 2022 Personnel Committee Minutes
- [22-0739](#) Review of Legal Fees Billed out Through August, 2022-Human Resources
- [22-0741](#) Report out of Human Resources Office Initiatives September, 2022
- [22-0742](#) Report out of City Attorney's Office Initiatives September, 2022

#### Approval of the Consent Agenda

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

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

#### 5. Discussion and Action Items

- [22-0743](#) USI Presentation of Health Care Plan Recommendations for 2023

Shawn Esslinger, Benefit Consultant from USI, gave a presentation to the committee reviewing the 2022 benefits and the performance to date and the 2023 medical plan cost projections. Shawn also gave recommendations for benefits for the 2023 plan year.

**There was no action on this item, however the Committee wants this item to go to Council in September for possible discussion and then go back on the PC Meeting agenda for October again if necessary.**

[22-0758](#)

Request Approval to Update Covid-19 Protocols

Human Resources Director Jessie Lillibridge explained that there needed to be some updates to the existing Pandemic Protocol Policy.

**Moved by Czekala, seconded by Vanderkin, that this request be approved and referred to Council to update the Covid-19 Protocols within the Pandemic Response Protocols Policy. The motion carried by the following vote:**

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

[22-0759](#)

Request to Pay Out WWTF Old Sick Leave Banks

Jessie Lillibridge, Human Resources Director, explained to the Committee that the operations of the Wastewater Treatment Facility (WWTF) are moving to Manitowoc Public Utilities (MPU) beginning January 1, 2023. There are some employees who have a balance in their old sick leave bank. An employee can get paid out for these hours at retirement or at any time with Council approval. These employees are requesting a payout of their hours on their last paycheck with the City.

**Moved by Vanderkin, seconded by Czekala, that this request be approved and referred to Council for WWTF employees who request a pay out of their existing sick leave bank balance on the last paycheck with the City of Manitowoc have that granted. The motion carried by the following vote:**

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

[22-0744](#)

Committee Budget Directives to the Mayor

Eric Sitkiewitz explained to the Committee that this is an annual request for directives from the Committee to the Mayor when planning the 2023 budget. Alder Sitkiewitz stated to the Committee that the Mayor's top priority for 2023 is to retain employees. Alder Mike Cummings asked Human Resources Director Lillibridge if the City has the resources needed to remain successful with staffing right now in the City? Lillibridge explained the need to fill current vacancies. Alder Mike Cummings asked Human Resources Director Lillibridge if the compensation the City offers is competitive with other Cities? Lillibridge explained that the City is currently conducting a market study to compare the City's salary's against other city's and private companies. Alder Brett Vanderkin asked for an increase in the forestry budget due to the emerald ash borer trees affected. Alder Mike Cummings would like to see an additional position added to the staff

for the DPI-Park and Recreation Division.

**This Request was placed on file**

[22-0757](#)

Discussion and Possible Action on Mayor's Salary for 2025-2028

Alder Steve Czekala stated that since 2009 there has not been a competitive mayoral election and wonders if the Mayor's salary is part of the reason. There was some discussion on the salary.

**Moved by Czekala, seconded by Cummings, that this Request be approved and referred to council to place the Mayor's salary on the City Compensation Plan at Grade Q, Market Rate/ Mid Point, where the position would stay and adjust salary annually to reflect the Market Rate. The motion carried by the following vote:**

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

## 6. Convene In Closed Session

**Moved by Vanderkin, seconded by Czekala, to convene in closed session at 6:08 p.m. The motion carried by the following roll call vote:**

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

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:

[22-0613](#)

Teamsters Local No. 662 Transit Contract Negotiations

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

## 7. Reconvene In Open Session

**Moved by Czekala, seconded by Vanderkin, to reconvene in open session at 6:27p.m. The motion carried by the following roll call vote:**

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

[22-0613](#)

Teamsters Local No. 662 Transit Contract Negotiations

No update on this item

## 8. Adjournment

**Moved by Vanderkin, seconded by Czekala, that this meeting be adjourned at 6:28 p.m. The motion carried by the following vote:**

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

Submitted by Debbie Charney, Human Resources Generalist