



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

---

Monday, December 5, 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, Nick Reimer, Justin Nickels, Dan Koski, Pam Wimmer, and  
Debbie Charney.

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

**Absent:** 1 - 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

#### Approval of the Consent Agenda

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

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

[22-0996](#)

Approval of November 10, 2022 Personnel Committee Minutes

[22-0997](#)

Review of Legal Fees Billed out Through November 2022-Human Resources

[22-0998](#)

Report out of Human Resources Office Initiatives December, 2022

[22-0999](#)

Report out of City Attorney's Office Initiatives December, 2022

#### 5. Discussion and Action Items

[22-0926](#)

Memo with Possible Compensation and Benefits Recommendations

There was no discussion or action on this item. It will be brought to the next meeting.

**22-1004**

Request to Approve the 2023 Seasonal Hiring Policy and Payrates

Human Resources Director Jessie Lillibridge explained to the committee that this request is brought forth each year for approval and seasonal positions are budgeted for during budget time each year. Changes for 2023 included adding a Seasonal Aquatic Center Coordinator position at the starting pay rate of \$20 per hour and updating the existing RWAM Art Instructor starting wage from \$20 per hour to \$21 per hour.

**Moved by Vanderkin, seconded by Czekala, to approve the 2023 Seasonal Hiring Policy and payrates and refer to Council. The motion carried by the following vote:**

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

**22-1008**

Request to Approve Employee Policy Manual Revisions-December, 2022

Human Resources Director Jessie Lillibridge explained the Employee Policy Manual changes to the committee.

**Moved by Vanderkin, seconded by Czekala, that this Request to approve Employee Policy Manual Revisions for December, 2022 be accepted and referred to Council. The motion carried by the following vote:**

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

**22-1003**

Request to Revise and Reprice the Position of Community Service Worker to Community Service Worker Supervisor/Fleet Maintenance

Human Resources Director Jessie Lillibridge explained the reasoning for changing this position to a more supervisory role which includes some light maintenance work.

**Moved by Vanderkin, seconded by Czekala, that this request to revise and reprice the position of Community Service Worker to Community Service Worker Supervisor/Fleet Maintenance be accepted and referred to Council. The motion carried by the following vote:**

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

**22-1001**

Request to Change Job Title from Zoo Maintenance Education and Animal Care-PT to Zookeeper and Make Full-Time

Human Resources Director Jessie Lillibridge explained to the committee that this position was budgeted to go full-time in 2023 and requested that the job description title changed to Zookeeper.

**Moved by Vanderkin, seconded by Czekala, that this request to change the job description from Zoo Maintenance Education and Animal Care-PT to Zookeeper**

**and make the position full-time be approved and referred to Council. The motion carried by the following vote:**

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

[22-1002](#)

Request to Update and Reprice Multiple Job Descriptions: Cemetery Team Leader, Arborist-Forester, and Park Team Leader; and Approve the New Senior DPI Laborer Job Description

Human Resources Director Jessie Lillibridge explained to the committee the job description changes as well as compensation plan placement changes that were recommended by our consultant for multiple positions within the Department of Public Infrastructure.

**Moved by Vanderkin, seconded by Czekala, that this request to update and reprice multiple job descriptions in the Department of Public Infrastructure be approved and referred to Council. The motion carried by the following vote:**

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

[22-1009](#)

Request to Add Payroll Deduction Option for Employees for Edvest

Human Resources Director Jessie Lillibridge explained to the committee that Edvest is a 529 College Savings Plan and this would offer employees the opportunity to set aside money for tuition related purposes. The City Attorney's office has reviewed the service form.

**Moved by Vanderkin, seconded by Czekala, that this request to offer payroll deduction for Edvest be approved and referred to Council's consent agenda. The motion carried by the following vote:**

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

## 6. Convene in Closed Session

[22-1000](#)

Agreement with City of Manitowoc Transit Employees, Teamsters Local No. 662 for 2023-2025

The committee did not meet in closed session.

## 7. Reconvene in Open Session

[22-1000](#)

Agreement with City of Manitowoc Transit Employees, Teamsters Local No. 662 for 2023-2025

Human Resources Director Jessie Lillibridge spoke about updates to the contract and explained that there were no changes since the last closed session.

**Moved by Vanderkin, seconded by Czekala, that this request for an Agreement with the City of Manitowoc Transit Employees, Teamsters Local No. 662 for 2023-2025 be accepted and referred to Council. The motion carried by the following vote:**

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

## 8. Adjournment

Moved by Vanderkin, seconded by Czekala, that this meeting be adjourned at 5:45 p.m. The motion carried by the following vote:

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

Submitted by Debbie Charney, Human Resources Generalist