



# 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 7, 2023

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, Selena Solis, Justin Nickels, Todd Blaser, Nick Reimer, Eric Nycz,  
Kevin Cisler, and Debbie Charney

**Present:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

#### 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 Sitkiewitz, to accept the Consent Agenda  
Items as presented. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

- [23-0695](#) Approval of August 7, 2023 Personnel Committee Minutes
- [23-0696](#) Review of Legal Fees Billed out Through August, 2023-Human Resources
- [23-0697](#) Report out of Human Resources Office Initiatives September, 2023
- [23-0698](#) Report out of City Attorney's Office Initiatives September, 2023

#### 5. Discussion and Action Items

- [23-0700](#) Discussion and Possible Action on Making Current City Hall Hours Permanent  
Mayor Justin Nickels explained to the committee the desire to change the

hours of operation of City Hall permanently. During summer, City Hall was open 7:30 a.m. to 5:00 p.m. Monday through Thursday and Friday from 7:30 a.m. to 11:30 a.m. as a trial run. The Mayor received positive comments from employees and there were no citizen complaints. Also, there was discussion on eliminating the current half-day Good Friday holiday and changing the current New Year's Eve half-day holiday to a permanent full-day holiday.

**Moved by Brey, seconded by Vanderkin, to approve the request submitted by the Mayor and refer to council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

[23-0699](#)

Discussion and Possible Action on Reorganizing the Structure of Manitowoc Fire and Rescue and the effect that may have on the Current Labor Agreement and Future Labor Negotiations

Chief Blaser gave an overview of organizational changes he would like to see in the Fire Department including adding Battalion Chiefs.

[23-0608](#)

Request to Approve Revised Seasonal Pay Rates

Human Resources Director Jessie Lillibridge explains that this item is brought to committee each year in preparation for budget planning to make any changes to pay rates.

**Moved by Sitkiewitz, seconded by Kaderabek, that this request to revise the seasonal pay rates for 2024 be approved and referred to council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

## 6. Convene in Closed Session

**Moved by Kaderabek, seconded by Sitkiewitz, to convene in closed session at 5:55 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter that may be considered in closed session is:

[23-0701](#)

Discussion and Possible Action on the Future of the City Attorney's Position and Office

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:

- [23-0185](#) Police Contract Bargaining 2024-2026
- [23-0704](#) Fire-Residency and Half-time Premium Side Letter 2023
- [23-0699](#) Discussion and Possible Action on Reorganizing the Structure of Manitowoc Fire and Rescue and the effect that may have on the Current Labor Agreement and Future Labor Negotiations

(Closed Session portion of the Minutes has been redacted)

## 7. Reconvene in Open Session

**Moved by Brey, seconded by Sitkiewitz, to reconvene in open session at 7:37 p.m. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

- [23-0701](#) Discussion and Possible Action on the Future of the City Attorney's Position and Office

There was no discussion on this item

**Moved by Sitkiewitz, seconded by Kaderabek, to direct the Human Resources Director to present an updated City Attorney job description to Council for approval. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

- [23-0185](#) Police Contract Bargaining 2024-2026

There was no action on this item

- [23-0704](#) Fire-Residency and Half-time Premium Side Letter 2023

Alder Sitkiewitz stated that he is voting against this item because the two items should be separate letters.

**Moved by Brey, seconded by Kaderabek, to approve the fire-residency and half-time premium side letter as written and refer to council. The motion carried by the following vote:**

**Aye:** 4 - Vanderkin, Schlei, Kaderabek and Brey

**Nay:** 1 - Sitkiewitz

[23-0699](#)

Discussion and Possible Action on Reorganizing the Structure of Manitowoc Fire and Rescue and the effect that may have on the Current Labor Agreement and Future Labor Negotiations

There was no discussion on this item

**Moved by Sitkiewitz, seconded by Brey, to approve the request to add Battalion Chiefs to the Fire Department and instruct the Mayor to add to the budget for 2024 and refer to council. The motion carried by the following vote:**

**Aye:** 5 - Sitkiewitz, Vanderkin, Schlei, Kaderabek and Brey

## 8. Adjournment

**Moved by Sitkiewitz, seconded by Kaderabek, that this be adjourned. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Schlei, Kaderabek and Brey

**Excused:** 1 - Vanderkin

Submitted by Debbie Charney, Human Resources Generalist