



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, October 2, 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, Seth Loberger, Tyler Tews, Bill Tews, Brad Olivera, Chad Haucke, Kerry Peck, Nick Reimer Todd Blaser, Shawn Esslinger, Eric Nycz, 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

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

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

[23-0782](#) Approval of September 7, 2023 Personnel Committee Minutes

[23-0783](#) Review of Legal Fees Billed out Through September, 2023-Human Resources

[23-0784](#) Report out of Human Resources Office Initiatives October, 2023

[23-0785](#) Report out of City Attorney's Office Initiatives October, 2023

#### 5. Discussion and Action Items

[23-0799](#) Letter from Seth Loberger-Fire Department-Regarding Residency

Human Resources Director, Jessie Lillibridge, spoke to the Committee that a 6-month extension for residency requirement of 25 miles within one

year of hire was granted in February, 2023. Chief Blaser explained to the Committee that the employees have been trying to find housing. Both Seth Loberger and Tyler Tews, Firefighters, spoke to the Committee and explained the reasons for requesting an exception. The Committee had some discussion on the item.

**Moved by Brey, seconded by Vanderkin, to grant a 6-month extension from 10-04-2023 for residency requirement and refer to council. The motion carried by the following vote:**

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

**Nay:** 1 - Sitkiewitz

[23-0800](#)

Letter from Tyler Tews-Fire Department-Regarding Residency

Human Resources Director, Jessie Lillibridge, spoke to the Committee that a 6-month extension for residency requirement of 25 miles within one year of hire was granted in February, 2023. Chief Blaser explained to the Committee that the employees have been trying to find housing. Both Seth Loberger and Tyler Tews, Firefighters, spoke to the Committee and explained the reasons for requesting an exception. The Committee had some discussion on the item.

**Moved by Brey, seconded by Vanderkin, to grant a 6-month extension from 10-04-2023 for residency requirement and refer to council. The motion carried by the following vote:**

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

**Nay:** 1 - Sitkiewitz

[23-0794](#)

Benefit Plan Recommendations for 2024

Shawn Esslinger, Benefits Consultant from USI, presented the recommended benefits plan for 2024 to the Committee.

**Moved by Sitkiewitz, seconded by Vanderkin, to direct the Human Resources Director to create a memo to bring to the October, 2023 Council meeting outlining the 2024 benefit recommendations. The motion carried by the following vote:**

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

[23-0786](#)

Agreement of Vitality-Wellness Platform-Contract

Human Resources Director, Jessie Lillibridge, explained to the committee that Humana is no longer offering Go365, the City's current wellness platform as of September 30, 2023. An RFP was done and the request is to implement Vitality on January 1, 2024 to replace Go365.

**Moved by Sitkiewitz, seconded by Brey, to approve the agreement of Vitality-wellness platform-contract and authorize the Finance Director and Human Resource Director to sign the agreement and refer to council. The motion**

carried by the following vote:

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

[23-0796](#)

Approval of Revised Police Department Drug and Alcohol Policy

Human Resources Director, Jessie Lillibridge, explained to the committee the current policy having language that needed to be updated. The Interim City Attorney reviewed the policy as well.

**Moved by Brey, seconded by Vanderkin, to approve the revised Police Department drug and alcohol policy and refer to council. The motion carried by the following vote:**

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

[23-0795](#)

Recommendation to Alleviate Pay Compression in Protective Services

Human Resources Director, Jessie Lillibridge, explained to the committee the problems with pay compression. Police Chief, Nick Reimer, spoke to the committee explaining the history of contracts where Lieutenants and Captains and supervisors used to have their own contracts in place to help alleviate this issue in the Police Department.

**A motion was made by Alder Sitkiewitz to place the agenda item on file and it failed due to lack of a second.**

**A second motion was made by Brey, seconded by Vanderkin, to approve the presented recommendation minus the Police Chief and Fire Chief and refer to council. The motion carried by the following vote:**

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

**Nay:** 1 - Sitkiewitz

[23-0793](#)

Approval of Employee Policy Manual Revisions-October, 2023

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

**A motion was made by Alder Sitkiewitz to approve the Employee Policy Manual Revisions minus the New Year's Eve holiday change and it failed due to lack of a second.**

**A second motion was made by Vanderkin, seconded by Brey, to approve the revisions to the employee policy manual and refer to council. The motion carried by the following vote:**

**Aye:** 3 - Vanderkin, Schlei and Brey

**Nay:** 2 - Sitkiewitz and Kaderabek

[23-0814](#)

Committee Budget Directives to the Mayor

There was no action taken on this item

## 6. Convene in Closed Session

**Moved by Vanderkin, seconded by Kaderabek, to convene in closed session at 7:05 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:

[23-0815](#) Discussion and Possible Action on City Attorney Promotional Offer of Employment

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

(Closed Session portion of the Minutes has been redacted)

## 7. Reconvene in Open Session

**Moved by Vanderkin, seconded by Kaderabek, to reconvene in open session at 8:20 p.m. The motion carried by the following vote:**

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

[23-0815](#) Discussion and Possible Action on City Attorney Promotional Offer of Employment

There was no action on this item

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

There was no action on this item

## 8. Adjournment

**Moved by Brey, seconded by Sitkiewitz, that this meeting be adjourned at 8:21 p.m. The motion carried by the following vote:**

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

Submitted by Debbie Charney, Human Resources Generalist