



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, October 7, 2024

5:30 PM Council Chambers-Meeting is 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, Todd Blaser, Eric Nycz, Justin Nickels, Dan Koski, Shawn Esslinger, and Debbie Charney

Present: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

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

[24-1851](#) Approval of September 5, 2024 Personnel Committee Minutes

[24-1852](#) Review of Legal Fees Billed out Through September, 2024-Human Resources

[24-1853](#) Monthly Report out on Health Plan

[24-1854](#) Report out of Human Resource's Office Initiatives October, 2024

[24-1855](#) Report out of City Attorney's Office Initiatives October, 2024

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, Brey, Schlei, Norell and Vanderkin

5. Discussion and Action Items

[24-1856](#)

Recommendations from USI for 2025 Benefit Plan

Shawn Esslinger, USI representative, explained the 2025 benefit recommendations to the committee.

This agenda item, recommendations from USI for 2025 Benefit Plan, was referred to the Common Council.

[24-1857](#)

Request for Resolution to Approve a \$2000 Transit Sign-on Bonus for Newly Hired Transit Drivers Effective from January 1, 2025 Through December 31, 2025

Human Resources Director Jessie Lillibridge explained to the committee the reason for the sign-on bonus and also a change to have two payments instead of one. One payment of \$1000 would be given after the completion of six months worked and the second payment of \$1000 would be given after the completion of one year worked.

Moved by Brey, seconded by Vanderkin, to approve the request for a resolution for a \$2000 Transit sign-on bonus for newly hired transit drivers for 2025 and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1875](#)

Request to Approve the Reclassification of the Mobility Manager Position for DPI (Transit) from Grade F to Grade G on the City of Manitowoc Compensation Plan

Dan Koski explained to the committee the reasoning behind the request to reclassify this position from Grade F to Grade G effective January 1, 2025.

Moved by Norell, seconded by Schlei, that this request to approve the reclassification of the Mobility Manager Position for DPI from Grade F to Grade G on the City of Manitowoc compensation plan be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1890](#)

Request to Approve Revised Job Description for Fire Department-Firefighter-Paramedic

Fire Chief Todd Blaser explained to the committee the reasons for requesting a change to the Firefighter-Paramedic job description.

Moved by Schlei, seconded by Vanderkin, that this request to approve the revised job description for Fire Department-Firefighter-Paramedic be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1866](#)

Request to Approve Revised Job Descriptions for Police Department-Captain of Detectives, Captain of Patrol, and School Resource Officer

Human Resources Director Jessie Lillibridge explained the changes being

requested to the committee.

Moved by Brey, seconded by Norell, that this request to approve revised job descriptions for Police Department-Captain of Detectives, Captain of Patrol, and School Resource Officer be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1858](#)

Discussion on Changes to the City of Manitowoc Compensation Plan Maintenance

Mayor Nickels explained his request to change language in the City of Manitowoc Compensation Plan to the committee. There was some discussion on the item and no action was taken.

[24-1892](#)

Request to Authorize 2.9% Annual Increases for Employees Below 5-Year Rate

Human Resources Director explained to the committee the reasoning behind the request.

Moved by Norell, seconded by Vanderkin, to approve a 2.5% annual increase or the greater of the budgeted amount for 2025 for employees below the 5-year rate and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1860](#)

Committee Budget Directives to the Mayor

There was no action taken on this item

[24-1861](#)

Request to Approve the 2025 Seasonal Hiring Policy

Human Resources Director Jessie Lillibridge explained to the committee that this is an annual request to incorporate the seasonal pay policy with wages already approved for 2025.

Moved by Brey, seconded by Schlei, that this request to approve the 2025 Seasonal Hiring Policy as presented be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1862](#)

Request to Approve the Personal Protective Equipment (PPE) Policy

Human Resources Director Jessie Lillibridge explained that there was a very outdated policy in place and this updated policy would replace it. CVMIC has reviewed the policy already.

Moved by Norell, seconded by Vanderkin, to approve the Personal Protective Equipment (PPE) Policy and refer to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

6. Convene in Closed Session

Moved by Vanderkin, seconded by Schlei, to convene in closed session at 6:59 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

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:

[24-1889](#) Manitowoc Firefighters Local 368 Appeal of the Chief's Decision
Regarding Secondary Employment

(Closed Session portion of the Minutes has been redacted)

7. Reconvene in Open Session

Moved by Vanderkin, seconded by Norell, to reconvene in open session at 7:05 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[24-1889](#) Manitowoc Firefighters Local 368 Appeal of the Chief's Decision
Regarding Secondary Employment

Moved by Vanderkin, seconded by Schlei, to deny the Manitowoc Firefighters Local 368 appeal of the Chief's decision regarding secondary employment and refer to Council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

8. Adjournment

Moved by Brey, seconded by Vanderkin, that this meeting be adjourned at 7:07 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

Submitted by Debbie Charney, Human Resources Generalist