



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, January 6, 2025

5:30 PM Council Chambers-Meeting is 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, Eric Nycz, Adam Tegen, 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

[25-0001](#) Approval of December 2, 2024 Personnel Committee Minutes

[25-0002](#) Review of Legal Fees Billed out Through December, 2024-Human Resources

[25-0003](#) Monthly Report out on Health Plan

[25-0004](#) Report out of Human Resource's Office Initiatives January, 2025

[25-0005](#) Report out of City Attorney's Office Initiatives January, 2025

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

[24-1858](#)

Discussion on Changes to the City of Manitowoc Compensation Plan Maintenance

There was no discussion on this item.

**Moved by Schlei, seconded by Brey, that this request to make changes to the City of Manitowoc Compensation Plan maintenance be approved as presented and referred to council. The motion carried by the following vote:**

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

[25-0008](#)

Request to Approve Updates to DPI Mechanic Job Description

Human Resources Director Jessie Lillibridge explained the requested changes to the DPI Mechanic job description to the committee.

**Moved by Vanderkin, seconded by Schlei, that this request to update the DPI Mechanic job description be approved and referred to council. The motion carried by the following vote:**

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

[25-0009](#)

Employee Policy Manual Language Update-January, 2025

**Moved by Brey, seconded by Schlei, that this request to update the Employee Policy Manual language be approved and referred to council. The motion carried by the following vote:**

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

[25-0006](#)

Request to Approve Seasonal Farmers Market Manager Job Description and Pay Rate and Fill Position

Community Development Director Adam Tegen explained to the committee the reasoning behind the request to make this a seasonal position versus contracting the position again.

**Moved by Brey, seconded by Vanderkin, that this request to approve the Seasonal Farmers Market Manager job description and pay rate and fill the position be approved and referred 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 5:40 p.m. The motion carried by the following vote:**

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

Alder Vanderkin left the meeting right after the motion was made to go into closed session.

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[25-0007](#) Workers Compensation Claim

(Closed Session portion of the Minutes has been redacted)

## 7. Reconvene in Open Session

**Moved by Brey, seconded by Schlei, to reconvene in open session at 5:48 p.m.**

**The motion carried by the following vote:**

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

**Excused:** 1 - Vanderkin

[25-0007](#) Workers Compensation Claim

There was no action or discussion taken on this item.

## 8. Adjournment

**Moved by Schlei, seconded by Brey, that this meeting be adjourned at 5:48 p.m.**

**The motion carried by the following vote:**

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

**Excused:** 1 - Vanderkin

Submitted by Debbie Charney, Human Resources Generalist