



City of Manitowoc

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

Meeting Agenda

Personnel Committee

Monday, April 5, 2021

5:30 PM

Council Chambers. Meeting also available via
Remote Conferencing-Zoom

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

This meeting will be held in Council Chambers and also via remote conferencing software: www.zoom.com. Members of the public may call to listen in at 1-312-626-6799 , Meeting ID: 835 8640 9987, Password:677594.

Those wishing to make public comment should email dcharney@manitowoc.org or call 686-6995 with their comment no later than 12:00 p.m. Central the day of the meeting.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order
2. Roll Call
3. Public Comment
4. Consent Agenda

[21-0270](#) Approval of March 1, 2021 Personnel Committee Minutes

Attachments: [03-01-2021- Final PC Meeting Minutes.pdf](#)

[21-0269](#) Review of Legal Fees Billed out Through March, 2021-Human Resources

Attachments: [OUTSIDE LEGAL COUNSEL FOR HR Costs.pdf](#)

- [21-0268](#) Report out on Health Plan Funding
Attachments: [Med Den FAR 0221.pdf](#)
- [21-0267](#) Report out of Human Resources Initiatives April, 2021
Attachments: [HR Update Apr 2021.pdf](#)
- [21-0266](#) Report out of City Attorney's Initiatives April, 2021
Attachments: [April 2021 Attorney Update.pdf](#)

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS:

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

5. Discussion and Action Items

- [21-0265](#) Request to Revise PD Clerk Typist Job Description and Reclassify and Rename Position to PD Administrative Clerk
Attachments: [Clerk position justification memo.pdf](#)
[Police Administrative Clerk 10034 rev 02.2021.pdf](#)
[Job Classification Review - Clerk Typist \(Police\) \(2021-03\).pdf](#)
- [21-0263](#) Discussion and Request to Approve Revised Backfill/Recruitment Process
Attachments: [Memo Recommendation for recruiting backfill process 02.23.2021.pdf](#)
[Overview of current recruiting backfill process 02.23.2021.pdf](#)
[Res 18-0176 eff 2-20-18.pdf](#)
[Res 20-1073.pdf](#)
[res 14-996 eff 05-13-14.pdf](#)
[Res 17-0234 eff 03-22-17.pdf](#)
- [21-0264](#) Request to Enter Into Agreement with Concordia University
Attachments: [Memo Concordia University Partnership Agreement.pdf](#)
[Business Community Partnership City of Manitowoc 02232021.docx.pdf](#)
[Benefits Infographic2.pdf](#)
[Concordia Business Community Partnership.pdf](#)

6. Convene in 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)(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:

[21-0262](#) Fire Contract Negotiations-2022-2024

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:

[20-1077](#) Audit Results from Central States

Attachments: Audit Letter 032421.pdf
[Audit Letter 102920 .pdf](#)
[Email Central States Audit.pdf](#)
[Status Codes List.pdf](#)

7. Reconvene in Open Session

[21-0262](#) Fire Contract Negotiations-2022-2024

[20-1077](#) Audit Results from Central States

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8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail cityattorney@manitowoc.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.