



City of Manitowoc

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

Meeting Agenda

Personnel Committee

Monday, March 6, 2017

6:00 PM

Council Chambers

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.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc 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

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.

[17-0227](#) Approval of February 6, 2017 Personnel Committee Minutes.

Attachments: [Meeting Minutes-02-06-2017](#)

[17-0228](#) Review of legal fees billed out through February 2017-Human Resources.

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

[17-0231](#) Report out of Human Resources Initiatives March, 2017.

Attachments: [HR Update Mar 2017](#)

[17-0232](#) Report out of City Attorney's Initiatives March, 2017.

Attachments: [Atty Update March 2017](#)

APPROVAL OF CONSENT AGENDA

5. Discussion and Action Items

[17-0221](#) Resolution to accept agreement for review of compensation plan - representative from Carlson Dettmann to provide data.

Attachments: [Manitowoc Market Review PSA 021717](#)
[2017 Compensation Step Plan](#)
[Comp Plan Guidelines from EPM](#)
[Manitowoc Age Service Profile](#)

[17-0251](#) Resolution to accept recommendation of Benefits Consultant and Wellness Consultant for 3-year terms beginning on January 1, 2018.

Attachments: [Memo to PC recommending benefits consultant 2018-2020](#)
[RFP for Benefits Consultant email from Steve C](#)
[ABRC Draft Service Agreement 2018-2020](#)

[17-0224](#) Fire Department- out-of-state travel request - Congressional Fire Service Institute

Attachments: [Chief Blaser Out of State Request](#)

[17-0223](#) Fire Department out-of-state travel request - Peer Fitness Training

Attachments: [Fire- out of state travel](#)

[17-0219](#) Out of state travel request from Police Chief Nick Reimer for Officer Jason Koenig to attend K9 Handler Training during the dates of April 16th to the 30th, recommending approval.

Attachments: [Out of State Travel Request](#)

[17-0222](#) Resolution adopting revised Employee Policy Manual updates.

Attachments: [Draft Resolution EPM Updates 2017 3-2017](#)
[Memo to Council re EPM Revisions 2017](#)
[EPM-Rev 02-2017 TOC update](#)

[17-0225](#) Resolution to approve revised job descriptions within the Department of Public Infrastructure, WWTF, and Police departments.

Attachments: [Cemetery Laborer 6.2016](#)
[Clerk Typist-PD JD 6.2016](#)
[Court Evidence Clerk 6.2016](#)
[Crime Prevention Sergeant JD 6.2016](#)
[Deputy Chief of Police JD 3.2015](#)
[Detective JD 6.2016](#)
[Engineering - City Surveyor Technician \(June 2016\)](#)
[Engineering - Engineering - Stormwater Technician \(June 2016\)](#)
[Engineering Division Manager \(June 2016\)](#)
[Engineering Tech I \(June 2016\)](#)
[Engineering Tech II \(June 2016\)](#)
[Engineering Tech III \(June 2016\)](#)
[Office Manager-PD JD 6.2016](#)
[Operations - Electrician.JD 5.2016](#)
[Operator-WWTF- JD 2016](#)
[Park Team Leader 6.2016](#)
[Police Officer JD 6.2016](#)
[Police Patrol Lieutenant JD 6.2016](#)
[Training Lieutenant JD 6.2016](#)
[Transit BG Division Manager JD 6-2016](#)
[Zoo Curator Educational Special Events 2016](#)
[Zoo Curator of Animals 4.2016](#)
[Administrative Assistant-PD JD 6.2016](#)
[Administrative Assistant-WWTF JD 2016](#)
[Administrative Support Specialist-PD JD 6.2016](#)
[Assistant Chief of Police JD 6.2016](#)
[Resolution to revise job descriptions in DPI, WWTF and Police](#)

[17-0234](#) Resolution to allow immediate posting of job openings in hiring process.

Attachments: [Resolution to revise job descriptions in DPI, WWTF and Police](#)

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:

[17-0233](#) Central States Agreement regarding reimbursement.

Attachments: [Central States Agreement](#)
 [Central States Employer Participation Agreement 2004](#)

[17-0226](#) Police contract negotiations.

7. Reconvene In Open Session

[17-0233](#) Central States Agreement regarding reimbursement.

Attachments: [Central States Agreement](#)
 [Central States Employer Participation Agreement 2004](#)

[17-0226](#) Police contract negotiations.

8. Adjournment

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 920-686-6950. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.