



City of Manitowoc

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

Summary Agenda - Final-revised Personnel Committee

Monday, June 1, 2015

5:00 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.

[15-581](#) Approval of May 11 and May 26, 2015 Personnel Committee Minutes.

Attachments: [PC Minutes 05-11-15](#)

[PC Minutes 05-26-15](#)

[15-582](#) Review of legal fees billed out through Human Resources.

Attachments: [OUTSIDE LEGAL COUNSEL FOR HR 2015 Costs](#)

[15-583](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

[15-584](#) Report out on Health Plan Funding.

Attachments: [Med Den 0415](#)

[15-585](#) Report out of Human Resources Initiatives.

Attachments: [HR Update June 2015](#)

[15-586](#) Report out of City Attorney's Initiatives.

Attachments: [Atty Update](#)

APPROVAL OF CONSENT AGENDA

5. DISCUSSION AND ACTION ITEMS

[15-568](#) Police Department Out-of-State Travel Request - Crime Prevention.

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

[15-571](#) Finance Department Out-of-State Travel Request - GFOA Academy.

Attachments: [GFOA Out of State Training Lynch 2015](#)

[15-569](#) Disabling Web-Based Email for Non-Exempt Employees.

[15-570](#) New ID/Key Access Cards Template Approval.

Attachments: [Proposed City ID Badge Layout](#)

[15-588](#) Parks Laborer Promotion.

Attachments: [Justification Parks Caretaker to Parks Laborer](#)

[Resolution Promotion of Caretaker to Laborer](#)

[Parks Caretaker JD](#)

[Parks Laborer JD](#)

[15-602](#) Backfill Administrative Assistant Position at Police Department.

Attachments: [MTPD - Administrative Assistant JD 4.2013](#)

[15-587](#) Interim Pay Policy.

Attachments: [Interim Pay Policy 6.15](#)

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)(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:

[15-604](#) Department Head Evaluation Timelines, Procedures, and role of Standing Committees.

7. RECONVENE IN OPEN SESSION

[15-604](#) Department Head Evaluation Timelines, Procedures, and role of Standing Committees.

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.