



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda

### Personnel Committee

---

Monday, December 5, 2022

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 is being conducted both in Council Chambers at City Hall and via Zoom ([www.zoom.com](http://www.zoom.com)) to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit \*6 to mute and unmute themselves.

This meeting will be held in Council Chambers and also via remote conferencing software: [www.zoom.com](http://www.zoom.com). Members of the public may call to listen in at 1-312-626-6799, Meeting ID: 839 6086 1541, Password: 886723. Those wishing to make public comment should email [dcharney@manitowoc.org](mailto:dcharney@manitowoc.org) or call 920-686-6995 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

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.

- [22-0996](#) Approval of November 10, 2022 Personnel Committee Minutes  
**Attachments:** [11-10-22 Meeting Minutes.pdf](#)
- [22-0997](#) Review of Legal Fees Billed out Through November 2022-Human Resources  
**Attachments:** [\\_OUTSIDE LEGAL COUNSEL FOR HR Costs.pdf](#)
- [22-0998](#) Report out of Human Resources Office Initiatives December, 2022  
**Attachments:** [HR Update December 2022.pdf](#)
- [22-0999](#) Report out of City Attorney's Office Initiatives December, 2022  
**Attachments:** [Attorney's Office Update Dec 2022.pdf](#)

#### 5. Discussion and Action Items

- [22-0926](#) Memo with Possible Compensation and Benefits Recommendations  
**Attachments:** [Memo to Personnel on Possible Recommendations for 2024.pdf](#)
- [22-1004](#) Request to Approve the 2023 Seasonal Hiring Policy and Payrates  
**Attachments:** [2023 Seasonal Hiring Policy-DRAFT.pdf](#)  
[Appendix A-Fair Labor Standard Act Qualified Seasonal Recreation Positions-2l](#)  
[Appendix B-2023 DRAFT Seasonal Payrates.pdf](#)  
[Appendix C-List of Acceptable Documents.pdf](#)  
[Appendix D-Termination-Initiate a HR Action to Terminate employee in UKG-10.](#)
- [22-1008](#) Request to Approve Employee Policy Manual Revisions-December, 2022  
**Attachments:** [Memo to Council re EPM Revisions 12.2022.pdf](#)  
[EPM Revisions 11.2022 DRAFT.pdf](#)
- [22-1003](#) Request to Revise and Reprice the Position of Community Service Worker to Community Service Worker Supervisor/Fleet Maintenance  
**Attachments:** [Personnel Approval of JD CSW Supervisor Fleet Maintenance.pdf](#)  
[CSW Supervisor Fleet Maintenance draft 11.2022.pdf](#)

[22-1001](#) Request to Change Job Title from Zoo Maintenance Education and Animal Care-PT to Zookeeper and Make Full-Time

**Attachments:** [Zoo Maintenance Education and Animal Care PT 10162.pdf](#)  
[FOR PC APPROVAL-12-5-2022-Zookeeper- 10162.pdf](#)

[22-1002](#) Request to Update and Reprice Multiple Job Descriptions: Cemetery Team Leader, Arborist-Forester, and Park Team Leader; and Approve the New Senior DPI Laborer Job Description

**Attachments:** [Memo 2022 DPI Job Description Revisions 11.2022.pdf](#)  
[Proposed Cemetery Team Leader 10027.pdf](#)  
[Proposed Park Team Leader 10096.pdf](#)  
[Proposed Arborist-Forester 10059.pdf](#)  
[Proposed DPI Laborer JD 10.25 \(1\).pdf](#)  
[Proposed Senior DPI Laborer JD 10.25.pdf](#)

[22-1009](#) Request to Add Payroll Deduction Option for Employees for Edvest

**Attachments:** [Edvest Service Agreement-12-2022.pdf](#)  
[Edvest Payroll Direct Deposit Guide-12-2022.pdf](#)  
[Edvest College Made Simple Flyer-12-2022.pdf](#)

## 6. Convene in Closed Session

[22-1000](#) Agreement with City of Manitowoc Transit Employees, Teamsters Local No. 662 for 2023-2025

**Attachments:** [2023-2025 Transit Labor Agreement FINAL for ratification.pdf](#)

## 7. Reconvene in Open Session

[22-1000](#) Agreement with City of Manitowoc Transit Employees, Teamsters Local No. 662 for 2023-2025

**Attachments:** [2023-2025 Transit Labor Agreement FINAL for ratification.pdf](#)

## 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](mailto: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.