



# City of Manitowoc

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

## Meeting Agenda Personnel Committee

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Monday, October 4, 2021

5:30 PM

Council Chambers. Meeting also available via  
Remote Conferencing-Zoom

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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: 874 5812 5905, Password:159263.

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

- [21-0926](#) Approval of September 9, 2021 Personnel Committee Minutes
- Attachments:** [09-09-2021- Final PC Meeting Minutes.pdf](#)
- [21-0927](#) Review of Legal Fees Billed out Through September, 2021-Human Resources
- Attachments:** [\\_OUTSIDE LEGAL COUNSEL FOR HR Costs.pdf](#)
- [21-0928](#) Report out on Health Plan Funding
- Attachments:** [Med Den FAR 0821.pdf](#)
- [21-0929](#) Report out of Human Resources Initiatives October, 2021
- Attachments:** [HR Update October 2021 ANNUAL COMP PLAN ADJUST.pdf](#)
- [21-0930](#) Report out of City Attorney's Initiatives October, 2021
- Attachments:** [Attorney Update Oct 2021.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

- [21-0797](#) Request to Approve Revised Fire Rescue Job Descriptions-Firefighter/Paramedic, Lieutenant, Motor Pump Operator, and Captain
- Attachments:** [Firefighter-Paramedic 10057 Revised 08-21-with markup.pdf](#)  
[Firefighter-Paramedic 10057 Revised 08-21-final.pdf](#)  
[Lieutenant 10174 JD 8.2021-with markup.pdf](#)  
[Lieutenant 10174 JD 8.2021-final.pdf](#)  
[Motor Pump Operator \(MPO\) 10175 Revised 2021-with markup.pdf](#)  
[Motor Pump Operator \(MPO\) 10175 Revised 2021-final.pdf](#)  
[Fire Captain 10173-with markup.pdf](#)  
[Fire Captain 10173-final.pdf](#)
- [21-0933](#) Request to Approve Revised RWAM Job Description-RWAM Guard Renaming to a Visitor Services Clerk

**Attachments:**      [RWAM Guard Visitor Services Letter to Personnel.pdf](#)  
[2021 DRAFT RWAM Visitor Service Clerk 10147.pdf](#)

[21-0934](#)      Request to Approve EPM Compliance Updates as a Result of the Transit Audit

**Attachments:**      [Memo - Personnel Committee from Finance Director - Federal 5311 EPM Chang](#)

[21-0932](#)      Room Tax Commission Request that the City Personnel Committee allow the Human Resources Department Staff to Assist in the Creation of Job Descriptions and Recruitment of Employees for the Commission

[21-0931](#)      Request to Refer Self-Funded Workers' Compensation Plan Agreement Resolution for 2022-2024 to Council

## 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

**Attachments:**      [Memo to Personnel re Fire Contract.pdf](#)  
[Firefighter Bargaining .pdf](#)

## 7. Reconvene in Open Session

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

**Attachments:**      [Memo to Personnel re Fire Contract.pdf](#)  
[Firefighter Bargaining .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.