



City of Manitowoc

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

Meeting Agenda

Personnel Committee

Monday, January 6, 2025

5:30 PM

Council Chambers-Meeting is 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) 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. 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 humanresources@manitowoc.org or call 920-686-6993 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.

- [25-0001](#) Approval of December 2, 2024 Personnel Committee Minutes
Attachments: [Final Meeting Minutes-12-02-2024.pdf](#)
- [25-0002](#) Review of Legal Fees Billed out Through December, 2024-Human Resources
Attachments: [_OUTSIDE LEGAL COUNSEL FOR HR Costs.pdf](#)
- [25-0003](#) Monthly Report out on Health Plan
Attachments: [Health Plan Report](#)
- [25-0004](#) Report out of Human Resource's Office Initiatives January, 2025
Attachments: [HR Update January 2025.pdf](#)
- [25-0005](#) Report out of City Attorney's Office Initiatives January, 2025
Attachments: [ATTORNEY'S OFFICE UPDATE DEC 2024.pdf](#)

5. Discussion and Action Items

- [24-1858](#) Discussion on Changes to the City of Manitowoc Compensation Plan Maintenance
Attachments: [Email from Mayor Requesting Compensation Discussion 09/24/2024.pdf](#)
[Memo from HRD – Current Comp Plan Mtce 10/07/2024](#)
[Recommended Revisions to Comp Plan Policy Language 12.2024](#)
[Recommended Revisions to Comp Plan Policy Language 01.2025](#)
- [25-0008](#) Request to Approve Updates to DPI Mechanic Job Description
Attachments: [DPI Mechanic Job Description Updates-12-2024](#)
- [25-0009](#) Employee Policy Manual Language Update-January, 2025
Attachments: [Recommended Revisions to EPM 1-2025](#)
- [25-0006](#) Request to Approve Seasonal Farmers Market Manager Job Description and Pay Rate and Fill Position

Attachments: [Seasonal Farmers Market Manager Job Description and Personnel Memo.pdf](#)
[2025 Seasonal Payrates Update with Farmers Market Manager-12-2024](#)

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)(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:

[25-0007](#) Workers Compensation Claim

7. Reconvene in Open Session

[25-0007](#) Workers Compensation Claim

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.