



# City of Manitowoc

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

## Meeting Agenda Personnel Committee

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Monday, November 4, 2019

6:00 PM

Council Chambers

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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.

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.

[19-1179](#) Approval of October 7, 2019 Personnel Committee Minutes

**Attachments:** [10-07-2019-PC Final Meeting Minutes.pdf](#)

[19-1180](#) Review of legal fees billed out through October, 2019-Human Resources

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

[19-1181](#) Report out on Health Plan Funding

**Attachments:** [Med Den FAR 0919.pdf](#)

[19-1182](#) Report out of Human Resources Initiatives November, 2019

**Attachments:** [HR Update November 2019.pdf](#)

[19-1183](#) Report out of City Attorney's Initiatives November, 2019

**Attachments:** [Nov 2019 Attorney Update.pdf](#)

## 5. Discussion and Action Items

[19-1184](#) Request to Backfill Vacant Positions up to the Budgeted Amount Through 2020 for Transit Drivers, Police Officers, Firefighters, and DPI Laborers.

**Attachments:** [Transit Driver PT JD 6-2016.pdf](#)  
[Police Officer JD 6.2016.pdf](#)  
[Firefighter Paramedic MFD JD 4.2013.pdf](#)  
[DPI Laborer 1.2018.pdf](#)

[19-1186](#) Resolution to approve offering a \$500 sign-on bonus to newly hired part-time Transit Drivers for 2020 with a pro-rated payback if the new hire did not retain continued employment with the City of up to one year from the date of hire

**Attachments:** [\\$500 Sign on Bonus.pdf](#)

[19-1185](#) Request to approve revised/new job descriptions and/or repricing for:

- Administrative Assistant-Community Development
- Administrative Assistant-Fire Rescue/Inspection
- Associate Planner-Business and Housing Development-Community Development
- Administrative Assistant to the Mayor/Chief of Staff.

Additionally, a request to approve adding an additional position of Community Service Worker II at the Police Department.

**Attachments:**      [Memo PC job description and pricing 2019.pdf](#)  
[2019 Comp Plans Exempt Non Exempt Split.pdf](#)  
[Mayors Assistant Job Description Current](#)  
[Proposed Chief of Staff Job Description - 2019.pdf](#)  
[Assoc Planner Bus & Housing edits.pdf](#)  
[Admin Asst Fire Rescue Inspection DRAFT JD 2019.pdf](#)  
[Admin Asst Comm Dev DRAFT JD 2019.pdf](#)  
[Community Service Worker II JD 4.2013.pdf](#)  
[2019 CSW II Justification.pdf](#)

## 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:

[19-0618](#)              Teamsters Local No. 662 Transit Contract Negotiations

**Attachments:**      [Transit Contract Opener 2020.pdf](#)

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:

[19-0975](#)              DWD Complaint

**Attachments:**      [DWD Complaint.pdf](#)

## 7. Reconvene in Open Session

[19-0618](#)              Teamsters Local No. 662 Transit Contract Negotiations

**Attachments:**      [Transit Contract Opener 2020.pdf](#)

[19-0975](#)              DWD Complaint

**Attachments:**      [DWD Complaint.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.