



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, September 8, 2014

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.

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.

[14-1678](#) Approval of August 11th, 2014 Personnel Committee Minutes.

Attachments: [PC Minutes 8-11-2014](#)

[14-1679](#) Review of legal fees billed out through Human Resources.

Attachments: [BUELOW VETTER BUIKEMA OLSON 2014 Costs](#)

[14-1680](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

Attachments: [MOZINSKI CASHMAN 2014 Costs](#)

[14-1681](#) Report out on Health Plan Funding.

Attachments: [August Health M3 Report](#)
[August Dental M3 Report](#)

[14-1755](#) Report out of Human Resources initiatives.

Attachments: [HR Update Aug 2014](#)

[14-1756](#) Report out of City Attorney's Office initiatives.

Attachments: [Atty Update August 2014](#)

APPROVAL OF CONSENT AGENDA

5. DISCUSSION AND ACTION ITEMS

[14-1748](#) Residency exception request from Police Officer Amanda DeValk.

Attachments: [Officer DeValk Residency Request](#)
[Dear Personnel Committee](#)

[14-1749](#) 2015 Benefits recommendation from M3.

Attachments: [HRA Funding - FULL POP](#)
[Full Pop Funding Projection Benefit Spreadsheets 2014-2015 V2 \(2\)](#)
[Benefit Plan Considerations - 2015 9.11.14 Personnel Committee mtg](#)
[Benefit Comparison to M3 Trend Survey](#)

[14-1657](#) Reorganization Plan for Finance/Treasury Department

Attachments: [Finance Treasury Org Charts.pdf](#)
[Draft of Accountant JD.pdf](#)
[Draft of Comptroller JD.pdf](#)

[14-1770](#) Business Associate Agreement with BMO Benefit Services for employee flex benefits' administration.

Attachments: [City of Manitowoc Business Associate Agreement with Addendum 2014 Conf](#)
[City of Manitowoc BAA Addendum Signed 1.31.14-confidential](#)

[14-1750](#) Compensation Plan Wrap-up: Recommendations on Appeals and newly created Guidelines.

Attachments: [Compensation Implementation 9.2014](#)
[2014 Manitowoc Step Plan](#)

6. CONVENE IN CLOSED SESSION.

[14-1754](#) New hire wage rate for open Fleet Mechanic position.

[14-1753](#) Discussion of Police and Fire Negotiation Preparations.

Notice is hereby given that the above governmental body will adjourn to a closed session pursuant to Sections 19.85 (1)(c), 19.85 (1)(e) and 111.70 of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding collective bargaining.

The specific subject matters that may be considered in closed session are Items 14-1754 and 14-1753 noted above.

RECONVENE IN OPEN SESSION

[14-1754](#) New hire wage rate for open Fleet Mechanic position.

[14-1751](#) Restructure for the Mayor, City Attorney and Human Resource offices.

Attachments: [ReStructure Justification 9.8.14](#)
[Mayor Assistant JD Draft 9.8.14](#)
[Paralegal JD Proposed 9 2014](#)
[Personnel Requisition Form HRG](#)
[Human Resources Generalist JD Draft 9 14](#)

7. SCHEDULE NEXT MEETING

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.