



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, April 14, 2014

5:15 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. Discussion and Action Items

5. [14-621](#) Approval of March 10th, 2014 and March 31st, 2014 Personnel Committee Minutes.

Attachments: [MeetingMinutes 3-10-2014 for April approval](#)
[MeetingMinutes 3-31-2014 for April approval](#)

6. [14-623](#) Review of legal fees billed out through Human Resources.

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

7. [14-272](#) Report out on Health Plan Funding.

Attachments: [Feb Dental M3 Report.pdf](#)
[Feb.Health M3 Report.pdf](#)

8. **14-627** Report out of Human Resources Initiatives

9. [14-328](#) Health Coaching for High Risk and Extreme High Risk individuals.

Attachments: [2013 Health Risk Coaching Statistics.pdf](#)

10. [14-165](#) Approval of Participation Agreement and Application Form with The Hartford Employer Group Insurance Trust health plan for retirees +65 for the City of Manitowoc.
- Attachments:** [Hartford group appl](#)
[Hartford Participation Agreement](#)
11. [14-641](#) Firefighter grievance.
12. [14-329](#) Approval regarding hiring of replacement WWTF Operator.
- Attachments:** [WWTF Personnel Requisition Operator.pdf](#)
[Request to replace WWTF Operator due to retirement 3-24-2014](#)
13. [14-450](#) Out of State Travel/Training Request from Fire Chief Todd Blaser.
- Attachments:** [MFD Travel Request](#)
14. [14-453](#) Interim Pay Policy.
- Attachments:** [Interim Pay Policy 4-2014](#)
15. [14-639](#) Tentative Agreement with Teamsters Transit Union.
- Attachments:** [Manitowoc transit Contract 2013-2016 Proposal Final Redlined](#)
16. [14-640](#) Approval of revised draft Seasonal Employment Policy.
- Attachments:** [SEASONAL HIRING POLICY 4-14 Draft](#)
17. [14-636](#) Parks Worker I advertised wage issue.
- Attachments:** [Parks Worker 1 Wage Rate](#)
18. [14-645](#) Pay Study Policy implementation.
- Attachments:** [Manitowoc Report 040714 \(FINAL\) Clean](#)
[City of Manitowoc Wage Schedule \(03-31-14\)](#)
19. [14-646](#) Proposed rules for the Exercise Room at City Hall.
- Attachments:** [Exercise facility rules 3 2014](#)
[Draft Release of Liability.3.2014](#)

20. [14-631](#) Approval of job descriptions for Department of Public Infrastructure - Operations Division.
- Attachments:** [Draft Cemetery Worker I. 4.2013](#)
[Draft Cemetery Worker II 4.2013](#)
[Draft DPI Admin Assistant 4.2013](#)
[Draft Operations - Assistant 4.2013](#)
[Draft Operations - Laborer Job Description 4.2013](#)
[Draft Operations - Mechanic Job Description 4.2013](#)
[Draft Operations Team Leader 4.2013](#)
[Draft Parks - Forester Arborist Job Description 4.2013](#)
[Draft Parks - Worker II 4.2013](#)
[Draft Zoo Curator of Animals 4.2013](#)
[Draft Zoo Curator of Education - Special Events 4.2013](#)
21. [14-633](#) Approval of job description for Police Patrol Lieutenant.
- Attachments:** [MTPD - Police Patrol Lieutenant - DRAFT](#)
22. [14-647](#) Approval of job description and wage classification for Human Resources Director.
- Attachments:** [HumResDirRiskMgrjobdscrip](#)
23. [14-635](#) Approval of revised job description and wage for the Associate Planner/Community Development Expediter position.
- Attachments:** [Draft Associate Planner Community Development Expediter 4-11-2014](#)
24. [14-634](#) Approval of revised job description for City Attorney position.
- Attachments:** [City Attorney JD 4 2014 Redlined](#)

CONVENE IN CLOSED SESSION.

25. [14-658](#) Discussion/recommendation of salary for City Attorney.

Notice is hereby given that the above governmental body will adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter to be considered in closed session is number 25 noted above.

RECONVENE IN OPEN SESSION

- 25. [14-658](#) Discussion/recommendation of salary for City Attorney.
- 26. [14-637](#) Schedule next meeting.
- 27. [14-638](#) Motion to adjourn.

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.