



City of Manitowoc

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

Meeting Agenda

Personnel Committee

Monday, May 2, 2016

5:30 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.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc 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

[16-0376](#) Approval of April 4, 2016 Personnel Committee Minutes.

Attachments: [PC Minutes 04-04-16](#)

[16-0377](#) Review of legal fees billed out through Human Resources.

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

[16-0378](#) Report out on Health Plan Funding.

Attachments: [Med Den FAR 0316](#)

[16-0379](#) Report out of Human Resources Initiatives.

Attachments: [HR Update May 2016](#)

[16-0380](#) Report out of City Attorney's Initiatives.

Attachments: [Atty Update May 2016](#)

APPROVAL OF THE CONSENT AGENDA

5. DISCUSSION AND ACTION ITEMS

[16-0373](#) Fire Department out-of-state travel request - Congressional Fire Service Institute.

Attachments: [Fire Travel Request](#)

[16-0374](#) Finance Department out-of-state travel request - Accela/Springbrook Conference.

Attachments: [Finance Travel Request](#)

[16-0372](#) Request for an unpaid intern in the City Attorney's office.

Attachments: [Unpaid Legal Intern JD](#)

[16-0396](#) Request for an unpaid intern in Community Development.

Attachments: [Community Development Intern JD 05 16](#)

[16-0384](#) Request to approve job descriptions and hire a City Electrician and City Electrical Inspector.

Attachments: [Electrical Inspector JD 11.15](#)
[Operations - Electrician.JD 5.2016](#)

[16-0272](#) Request to hire seasonal employees related to supervisory employees.

Attachments: [Draft Resolution Seasonal Hiring - Relatives](#)

[16-0375](#) Compensation Plan overview timeline for pay for performance implementation.

Attachments: [Compensation Guidelines 2015](#)
[Pay for Performance Sample 2017](#)
[2016 Compensation Step Plan](#)

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)(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 that may be considered in closed session is:

[16-0382](#) Extension of leave of absence for Transit employee.

[16-0383](#) Succession Planning update.

7. RECONVENE IN OPEN SESSION

[16-0382](#) Extension of leave of absence for Transit employee.

[16-0383](#) Succession Planning update.

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.