



City of Manitowoc

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

Meeting Agenda

Personnel Committee

Wednesday, January 4, 2017

6:00 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.

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

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.

[16-1117](#) Approval of November 7, 2016 Personnel Committee Minutes.

Attachments: [Meeting Minutes 11-07-2016](#)

[16-1115](#) Review of legal fees billed out through Human Resources.

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

[16-1118](#) Report out on Health Plan Funding.

- Attachments:** [10 Oct Med Report](#)
- [16-1120](#) Report out of Human Resources Initiatives.
- Attachments:** [HR Update Jan 2017](#)
- [16-1119](#) Report out of City Attorney's Initiatives.
- Attachments:** [Atty Update for Jan 2017 PC Meeting](#)

APPROVAL OF CONSENT AGENDA

5. DISCUSSION AND ACTION ITEMS

- [16-1188](#) Request to backfill sworn Police Officers up to the 2017 budgeted amount due to vacancies and retirements.
- [16-1194](#) WWTF job description revisions and comp plan adjustment.
- Attachments:** [DRAFT Superintendent JD 12.2016](#)
[DRAFT Chemist JD 12](#)
[2016 Compensation Step Plan](#)
- [16-1189](#) Review open positions hiring process.
- Attachments:** [Resolutions examples for Open Positions Hiring Process](#)
[Hiring Freeze Resolution](#)
[Hiring Resolution - Oversight Comm and Council](#)
- [16-1195](#) Term limits for elected officials.
- [16-1192](#) Interim pay policy.
- Attachments:** [Interim Pay Policy 01.2017](#)
- [16-1193](#) Performance review process.
- Attachments:** [_City of Manitowoc Competency Library](#)
[_Performance Planning Feedback Template](#)
[Performance Review Instructions](#)
[REVISED Performance Evaluation DRAFT](#)
[Goal Setting and Development Planning DRAFT](#)
- [16-1017](#) Discussion and possible action on pay-for-performance.
- Attachments:** [Performance Review Form 2016docx](#)
[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)(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:

[16-1190](#) Firefighter grievance arbitration award - Captain Acting Pay.

7. RECONVENE IN OPEN SESSION

[16-1190](#) Firefighter grievance arbitration award - Captain Acting Pay.

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.