



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda

### Personnel Committee

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Monday, February 6, 2017

6:30 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 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.

[17-0093](#) Approval of January 4, 2017 Personnel Committee Minutes.

**Attachments:** [Meeting Minutes-01-04-2017](#)

[17-0094](#) Review of legal fees billed out through Human Resources.

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

[17-0096](#) Report out on Health Plan Funding.

- Attachments:**      [Med Den FAR 1216](#)
- [17-0097](#)              Report out of Human Resources Initiatives.
- Attachments:**      [HR Update Feb 2017](#)
- [17-0098](#)              Report out of City Attorney's Initiatives.
- Attachments:**      [Atty Update Feb 2017](#)  
2016SalarySurvey-FINAL315

## APPROVAL OF CONSENT AGENDA

**5. Discussion and Action Items**

- [17-0088](#)              Police Department out-of-state travel request - K9 Replacement.
- Attachments:**      [K9 Travel Request](#)
- [17-0092](#)              Request to backfill RWAM Security Guard
- Attachments:**      [Security Guards JD 4.2013](#)
- [17-0067](#)              Request to revise job descriptions-Weed Commissioner
- Attachments:**      [Operations Division Manager- Streets and Sanitation JD 1.2017](#)  
[Operations Division Manager-Parks-Cemetery-Bridges-Electrician JD 1.2017](#)  
[Parks Laborer JD 1.2017](#)
- [17-0089](#)              Request for Permission to Post Transit Positions As Needed
- Attachments:**      [Transit request](#)
- [16-1189](#)              Review open positions hiring process.
- Attachments:**      [Resolutions examples for Open Positions Hiring Process](#)  
[Hiring Freeze Resolution](#)  
[Hiring Resolution - Oversight Comm and Council](#)
- [16-1193](#)              Performance review process.
- Attachments:**      [\\_City of Manitowoc Competency Library](#)  
[Goal Setting and Development Planning DRAFT](#)  
[\\_Performance Review Form Template](#)  
[PROPOSED Performance Evaluation DRAFT](#)
- [17-0065](#)              City of Manitowoc Hearing Conservation Policy
- Attachments:**      [City of Manitowoc Hearing Conservation Policy](#)

[17-0066](#) Benefits Consultant Request for Proposal.

**Attachments:** [Memo to PC RFP Benefits Consultant](#)  
[Request for Proposal Benefits Consultant 2017](#)

[17-0090](#) Seasonal Hiring Policy and Rates.

**Attachments:** [Seasonal Hiring Policy with Appendix](#)

[17-0091](#) Wisconsin Bone Marrow and Organ Donation Leave Act Policy

**Attachments:** [WI Bone Marrow and Organ Donation Leave Act](#)  
[Wisconsin Bone Marrow and Organ Donation Leave Act Policy](#)

## 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:

[17-0068](#) Request for employee to use unpaid leave during FMLA leave.

**Attachments:** [Union Contract-Article 13, Section 4](#)  
Unpaid Leave Request-Transit

## 7. Reconvene In Open Session

[17-0068](#) Request for employee to use unpaid leave during FMLA leave.

**Attachments:** [Union Contract-Article 13, Section 4](#)  
Unpaid Leave Request-Transit

## 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.