



# City of Manitowoc

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

## Meeting Agenda

### Personnel Committee

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Monday, May 1, 2017

6:00 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.

[17-0445](#) Approval of April 3, 2017 Personnel Committee Minutes.

**Attachments:** [Meeting Minutes-04-03-2017](#)

[17-0446](#) Review of legal fees billed out through April 2017-Human Resources.

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

[17-0449](#) Report out on Health Plan Funding.

**Attachments:**      [Med Den FAR 0317](#)

[17-0447](#)              Report out of Human Resources Initiatives May, 2017.

**Attachments:**      [HR Update May 2017](#)

[17-0448](#)              Report out of City Attorney's Initiatives May, 2017.

**Attachments:**      [Atty Update May 2017](#)

#### APPROVAL OF CONSENT AGENDA

### 5. Discussion and Action Items

[17-0455](#)              Resolution to request the hiring one additional part-time Transit driver above and beyond approved number for 2017.

[17-0456](#)              Finance Department out-of-state travel request - Accela/Springbrook Conference.

**Attachments:**      [2017\\_05\\_01\\_09\\_54\\_35](#)

[17-0457](#)              Reorganization of Finance Department to include Finance, Clerk, and Treasury-April, 2017.

**Attachments:**      [Proposed Organization Table 2017](#)  
[Current Org Chart 2017](#)  
[Clean JD Director of Administration](#)  
[Clean Comptroller.Deputy Treasurer JD 3.2017](#)  
[Clean Administrative Support Specialst-Clerk.Treasury Office JD 3.2017](#)  
[Compare JD Finance Director to Director of Admin](#)  
[Comptroller.Deputy Treasurer JD 3.2017](#)  
[Administrative Support Specialst-Clerk.Treasury Office JD 3.2017](#)  
[Clean Lead Administrative Support Specialist JD 4.2013](#)  
[Clean City Clerk JD 3.2017](#)  
[City Clerk JD 3.2017](#)  
[Lead Administrative Support Specialist JD 4.2013](#)

[17-0454](#)              Out of State Travel Request-City Attorney

**Attachments:**      [City Atty. Out of State Travel-Training Request IMLA 10-14 to18-2017](#)

[17-0444](#)              Resolution to hire spring 2017 seasonals related to elected officials, department heads, or supervisors.

**Attachments:**      [Res Summer Hiring Nepotism 2017](#)

[17-0450](#)              Appointment of Alder Kummer to the bargaining committee.

[17-0451](#) Overview of Human Resources Department.

[17-0452](#) Overview of City Attorney's Office.

## 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:

[17-0453](#) Update on contract status with all three bargaining units.

## 7. Reconvene In Open Session

[17-0453](#) Update on contract status with all three bargaining units.

## 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.