



# City of Manitowoc

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

## Meeting Agenda

### Personnel Committee

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Monday, June 5, 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.

[17-0554](#) Approval of May 1, 2017 Personnel Committee Minutes.

**Attachments:** [Meeting Minutes-05-01-2017](#)

[17-0555](#) Review of legal fees billed out through May 2017-Human Resources.

**Attachments:** [Outside Legal Costs](#)

[17-0556](#) Report out on Health Plan Funding.

**Attachments:**      [Med Den FAR 0417](#)

[17-0557](#)      Report out of Human Resources Initiatives June, 2017.

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

[17-0558](#)      Report out of City Attorney's Initiatives June, 2017.

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

#### APPROVAL OF CONSENT AGENDA

### 5. Discussion and Action Items

[17-0373](#)      Approval to hire Operator at WWTF to bring staffing level back to prior to 2012.

**Attachments:**      [17-0373](#)  
                                 [17-0373 WWTF Operator JD](#)

[17-0553](#)      Resolution to approve revised job descriptions within the Department of Public Infrastructure, WWTF, Fire, and RWAM departments.

**Attachments:**      [Rahr West Director 5.2017 Redline](#)  
                                 [WWTF Superintendent JD 1-2017](#)  
                                 [Assistant WWTF Superintendent JD 2016](#)  
                                 [Bridgetender-Operations JD 6.2016](#)  
                                 [Deputy Fire Chief Operations & Professional Development JD 5.2017](#)  
                                 [Deputy Fire Chief Operations and Code Enforcement JD5.2017](#)  
                                 [Director of Public Infrastructure May 2017](#)  
                                 [Draft Resolution for 17-0553 Approve JD for DPI, WWTF, Fire RWAM](#)

[17-0560](#)      Resolution to approve revised Performance Evaluation Form and process and Department Head Peer Review form-June, 2017

**Attachments:**      [PROPOSED Perf Eval DRAFT 2017](#)  
                                 [Performance Management Training Procedure 5.2017](#)  
                                 [Dept Head Peer Review Questions DRAFT](#)  
                                 [Performance Evaluation Language EPM revision 6.2017](#)  
                                 [\\_Current Performance Review Form](#)

[17-0561](#)      Alder Gabriel's Proposed Performance Plan Complements

**Attachments:**      [Gabriel\\_DeloitteExample\\_DRAFT](#)  
                                 [Gabriel TacticalReport\\_DRAFT](#)

### 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)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The specific subject matter that may be considered in closed session is:

[15-0597](#) Leave of Absence Request for City Employee.

**Attachments:** Unpaid Leave Request  
[Current Sick Leave Language](#)

## 7. Reconvene in Open Session

[15-0597](#) Leave of Absence Request for City Employee.

**Attachments:** Unpaid Leave Request  
[Current Sick Leave Language](#)

## 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.