



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, December 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, or a standing committee of that body, 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.

[17-1161](#) Approval of October 2, 2017 Personnel Committee Minutes.

Attachments: [Meeting Minutes-10-02-2017.pdf](#)

[17-1162](#) Review of legal fees billed out through October 2017-Human Resources.

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

[17-1165](#) Report out on Health Plan Funding.

Attachments: [Med Den FAR 1017.pdf](#)

[17-1163](#) Report out of Human Resources Initiatives November, 2017.

Attachments: [HR Update Dec 2017](#)

[17-1164](#) Report out of City Attorney's Initiatives November, 2017.

Attachments: [December 2017 City Attorney Update.pdf](#)

APPROVAL OF CONSENT AGENDA

5. Discussion and Action Items

[17-1174](#) Out of State Travel Request-Fire Department-Company Officer Academy.

Attachments: [Out of State Travel-FD.pdf](#)

[17-1167](#) Resolution to approve revised job descriptions for Cemetery Team Leader, Fleet Team Leader, Housing Enforcement Inspector, Parks Team Leader, Arborist-Forester, DPI Laborer, Human Resources Generalist, Business and Housing Development Planner, Staff Attorney, and Maintenance Mechanic.

Attachments: [Park Team Leader 11.2017 rev.pdf](#)

[Staff Attorney JD 11.2017 rev.pdf](#)

[Arborist-Forester JD 11.2017 rev.pdf](#)

[Cemetery Team Leader 11.2017 rev.pdf](#)

[Development Planner JD 11.2017 rev.pdf](#)

[DPI Laborer 11.2017 rev.pdf](#)

[Fleet Team Leader 11.2017 rev.pdf](#)

[Housing Enforcement Inspector-1-2018 rev.pdf](#)

[Human Resources Generalist JD 11.2017 rev.pdf](#)

[Maintenance Mechanic 01-2018 rev.pdf](#)

[17-1171](#) Request to backfill vacant positions up to the budgeted amount through 2018 for WWTF Operator, Transit Driver, and DPI Laborer.

Attachments: [Operator-WWTF- JD 2016.pdf](#)

[Transit Driver FT JD 6-2016.pdf](#)

[Transit Driver PT JD 6-2016.pdf](#)

[Job Posting Resolution Freeze 2017.pdf](#)

[17-1168](#) Discussion and possible action on backfill and training overlap of Payroll Administrator due to retirement.

Attachments: [Payroll Administrator JD 4.2013.pdf](#)

[17-1166](#) Discussion: Accela/Springbrook Upgrade Progress -Challenges and Optimizations.

[17-1170](#) Discussion on the January, 2018 Personnel Committee meeting date.

6. 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.