



City of Manitowoc

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

Meeting Agenda

Personnel Committee

Thursday, January 4, 2018

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.

[17-1268](#) Approval of December 4, 2017 Personnel Committee Minutes.

Attachments: [Meeting Minutes-12-04-2017.pdf](#)

[17-1269](#) Review of legal fees billed out through November 2017-Human Resources.

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

[17-1270](#) Report out on Health Plan Funding.

Attachments: [Med Den FAR 1117.pdf](#)

[17-1271](#) Report out of Human Resources Initiatives December, 2017.

Attachments: [HR Update Jan 2018](#)

[17-1272](#) Report out of City Attorney's Initiatives December, 2017.

Attachments: [January 2018 Attorney Update for Personnel.pdf](#)
[2017 Outside Legal Counsel Expenses.pdf](#)

APPROVAL OF CONSENT AGENDA

5. Discussion and Action Items

[18-0008](#) Job Description Payroll Administrator (Finance Dept)

- Retirement of existing employee (Aug 2018)
- Request to fill with overlap, after official notice of retirement presented
- Approval of revised job description

Attachments: [Payroll Administrator JD 1 2018 track changes](#)
[Payroll Administrator JD 1.2018](#)
[Payroll Overlap 2018](#)

[17-1274](#) Out of State Travel Request-PD-Dare Certification-January 22 to Feb 2, 2018.

Attachments: [Out of State Travel Request -PD-Dare Cert.pdf](#)

[17-1273](#) Resolution to approve revised job descriptions for Clerk Typist-PD, School Resource Officer (SRO) and Crime Prevention Sergeant.

Attachments: [Clerk Typist JD 09-05-17.pdf](#)
[School Resource Officer 12.2017.pdf](#)
[Crime Prevention Sergeant JD 1.2018.pdf](#)

[18-0020](#) Resolution to approve revised job descriptions for Bridgetender-Operations, and Operations-Electrician.

Attachments: [Bridgetender-Operations JD 11.2017.pdf](#)
[Operations - Electrician.JD 11.2017.pdf](#)

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:

[17-1275](#) Central States Insurance Discussion

Attachments: [Central States Employer Participation Agreement 2004.pdf](#)
[2017 2018 Central States participation agreement NOT SIGNED](#)
[2017 2018 2019 Part Agreement Central States NOT SIGNED](#)
[2018 DPW Wage Agreement final](#)

7. Reconvene in Open Session

[17-1275](#) Central States Insurance Discussion

Attachments: [Central States Employer Participation Agreement 2004.pdf](#)
[2017 2018 Central States participation agreement NOT SIGNED](#)
[2017 2018 2019 Part Agreement Central States NOT SIGNED](#)
[2018 DPW Wage Agreement final](#)

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.