



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, February 3, 2020

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.

[20-0041](#) Approval of January 6, 2020 Personnel Committee Minutes

Attachments: [1-6-2020-Meeting Minutes.pdf](#)

[20-0042](#) Review of legal fees billed out through January, 2020-Human Resources

Attachments: [_OUTSIDE LEGAL COUNSEL FOR HR Costs.pdf](#)
 [_OUTSIDE LEGAL COUNSEL FOR HR Costs 2020.pdf](#)

[20-0043](#) Report out on Health Plan Funding

Attachments: [Med Den FAR 1219.pdf](#)

[20-0044](#) Report out of Human Resources Initiatives February, 2020

Attachments: [HR Update February 2020.pdf](#)

[20-0045](#) Report out of City Attorney's Initiatives February, 2020

Attachments: [Feb 2020 Attorney Update.pdf](#)

5. Discussion and Action Items

[20-0057](#) Out of State Travel Request -Snow Plow Training-Ohio-DPI

Attachments: [OOS APWA DPI Laborers.pdf](#)

[20-0109](#) Out of State Travel Request-FASTER Conference-DPI

Attachments: [FASTER out of state travel.pdf](#)

[20-0061](#) Request from DPI to Approve DPI Lead Seasonal Position

Attachments: [MEMO Lead Seasonal JD and Pay rate- final.pdf](#)
 [Job Description Seasonal Laborer.pdf](#)

[20-0002](#) Discussion on Job Description for Administrative Assistant to the Mayor
and Possible Reprice Request

Attachments: [Mayors Assistant -Current-Job Description- 2018.pdf](#)
 [Proposed Assistant to the Mayor Job Description 2020.pdf](#)
 [Redlined Version - Original to 2020.pdf](#)

[20-0058](#) New Years Eve Holiday Pay - Request to Revise Employee Policy Manual

Attachments: [New Years Eve Holiday Pay.pdf](#)
 [Memo PC.Council NYE Holiday Pay 2.2020.pdf](#)

[20-0060](#) 2020 Seasonal Hiring Policy Updates

Attachments: [Memo 2020 Seasonal Hire Policy PC.Council.pdf](#)
[2020-SEASONAL HIRING POLICY-Draft- no Appendix-01-2020.pdf](#)
[Appendix A to Seasonal Hiring Policy FLSA Rec Positions.pdf](#)
[Appendix B-WI Fair Emp Laws.pdf](#)
[App C 2020 Seasonal payrates -Draft.pdf](#)
[Appendix D- List of Acceptable Documents.pdf](#)
[Appendix E-HOW TO INITIATE A TERMINATION OF AN EMPLOYEE.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:

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

Attachments: [Transit Contract Opener 2020.pdf](#)

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[19-0975](#) DWD Complaint

Attachments: [DWD Complaint.pdf](#)

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:

[20-0108](#) Request to Temporarily Staff Position at Zoo Due to Employee Medical Leave

7. Reconvene in Open Session

[19-0618](#) Teamsters Local No. 662 Transit Contract Negotiations

Attachments: [Transit Contract Opener 2020.pdf](#)

[19-0975](#) DWD Complaint

Attachments: [DWD Complaint.pdf](#)

[20-0108](#) Request to Temporarily Staff Position at Zoo Due to Employee Medical Leave

8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail cityattorney@manitowoc.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.