



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda Personnel Committee

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Monday, November 1, 2021

5:30 PM

Council Chambers. Meeting also available via  
Remote Conferencing-Zoom

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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.

This meeting is being conducted both in Council Chambers at City Hall and via Zoom ([www.zoom.com](http://www.zoom.com)) to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit \*6 to mute and unmute themselves.

This meeting will be held in Council Chambers and also via remote conferencing software: [www.zoom.com](http://www.zoom.com). Members of the public may call to listen in at 1-312-626-6799, Meeting ID: 874 5812 5905, Password:159263.

Those wishing to make public comment should email [dcharney@manitowoc.org](mailto:dcharney@manitowoc.org) or call 920-686-6995 with their comment no later than 12:00 p.m. Central the day of the meeting.

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

[21-1038](#) Approval of the October 4, 2021 Personnel Committee Minutes

**Attachments:** [10-04-2021- Final PC Meeting Minutes.pdf](#)

[21-1039](#) Review of Legal Fees Billed out Through October, 2021-Human Resources

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

[21-1040](#) Report out on Health Plan Funding

**Attachments:** [Med Den FAR 0921.pdf](#)

[21-1041](#) Report out of Human Resources Initiatives November, 2021

**Attachments:** [HR Update November 2021.pdf](#)

[21-1042](#) Report out of City Attorney's Initiatives November, 2021

**Attachments:** [Attorney Update Nov 2021.pdf](#)

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.

#### 5. Discussion and Action Items

[21-1047](#) Request to Approve the Addition of a Full-Time Transit Utility Driver Position and a new Job Description

**Attachments:** [9.2.21 Transit FT Utility Position.pdf](#)

[Copy of Transit Utility.pdf](#)

[Transit Utility Driver JD.pdf](#)

[21-1053](#) Request for Resolution to Approve Offering a \$500 Sign-On Bonus to Newly Hired Part-Time Transit Drivers for 2022 with a Pro-Rated Payback if the New Hire Did Not Retain Continued Employment with the City of Up to One Year From the Date of Hire

**Attachments:** [2022 MEMO for Personnel Committee - \\$500 Sign-on Bonus.pdf](#)

[Res sign on bonus transit drivers 2022.pdf](#)

[21-1046](#) Request to Approve the Addition of a Staff Engineer Position and New Job Description

- Attachments:**      [Staff Engineer Position Justification 081621.pdf](#)  
[Staff Engineer JD October 2021.pdf](#)
- [21-1050](#)              Request to Approve (4) Four Additional DPI Laborer Positions- One in the Parks Division and three in the Streets Division
- Attachments:**      [DPI Laborer 10047.pdf](#)
- [21-1043](#)              Request to Approve Revised Job Description-Lead Inspector; Renaming and Reclassifying to Inspector Supervisor in Grade M Exempt on the Compensation Plan
- Attachments:**      [Reclassification Memo 10.21.pdf](#)  
[Inspector Supervisor \(formerly Lead Inspector\) Draft 09.2021.pdf](#)
- [21-1044](#)              Request to Approve an Additional Police Detective Position
- Attachments:**      [Detective Justification.pdf](#)  
[Justification New Detective Position.pdf](#)  
[Police Detective 10101.pdf](#)
- [21-1048](#)              Request to Approve Proposed Tourism Department Job Descriptions
- Attachments:**      [Tourism Department Org Chart-DRAFT.pdf](#)  
[Director of Tourism Job Description - Clean Draft.pdf](#)  
[Destination Marketing Manager Job Description - Clean Draft.pdf](#)  
[Media and Special Events Coordinator Job Description - Clean Draft.pdf](#)
- [21-1045](#)              Request to Approve the Addition of a Human Resources Assistant Position and New Job Description
- Attachments:**      [Memo 2022 Budget Request Summary HR.pdf](#)  
[HR Assistant Draft JD.pdf](#)
- [21-1056](#)              Social Media Policy
- Attachments:**      [Social Media Policy October 21.pdf](#)

## 6. 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](mailto: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.