



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, June 5, 2023

5:30 PM

Council Chambers. Meeting also available via
Remote Conferencing-Zoom.

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) 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. Members of the public may call to listen in at 1-312-626-6799, Meeting ID: 839 6086 1541, Password: 886723. Those wishing to make public comment should email humanresources@manitowoc.org or call 920-686-6993 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

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.

[23-0460](#) Approval of May 1, 2023 Personnel Committee Minutes

Attachments: [05-01-23 PC Meeting Minutes](#)

[23-0461](#) Review of Legal Fees Billed out Through May, 2023-Human Resources

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

[23-0462](#) Report out of Human Resources Office Initiatives June, 2023

Attachments: [HR Update June 2023](#)

[23-0463](#) Report out of City Attorney's Office Initiatives June, 2023

Attachments: [ATTORNEY'S OFFICE UPDATE JUNE 2023.DOCX.pdf](#)

5. Discussion and Action Items

[23-0464](#) Request to Reclassify the Fire Rescue Administrative Assistant Position on the Compensation Plan Structure

Attachments: [Memo to Council - Fire Rescue Admin Asst 06.2023](#)
[Fire Rescue Administrative Assistant 10003](#)

[23-0479](#) Request to Reclassify Rahr-West Art Museum Visitor Service Clerk on the Compensation Plan Structure

Attachments: [RWAM Memo Visitor Services Clerk pay rate increase proposal 6.2023](#)
[RWAM Visitor Services Associate \(Part-time\)](#)
[2023 Comp Plan RWAM Visitor Services Clerk](#)

[23-0471](#) Employee Compensation Recommendations for 2024

Attachments: [06.05.2023 Memo to Personnel on Recommendations for 2024](#)
[EPM Revisions w 5 year rate language 2023](#)

[23-0472](#) Request to Approve Employee Policy Manual Revisions-June, 2023

Attachments: [Memo to Council re EPM Revisions 06.2023](#)
[EPM Revisions 2023 FINAL for Council Approval](#)

[23-0465](#) Request to Renew Concordia University Agreement Partnership

Attachments: [Memo Concordia University Partnership Agreement 06.2023](#)
[Concordia University Agreement 2023](#)

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

[23-0470](#) Request to Allow Employee to Exceed 115% of PTO Allocation Due to Extenuating Circumstances

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:

[23-0185](#) Police Contract Bargaining 2024-2026

Attachments: [Manitowoc Reopener Letter-PD 02-28-2023](#)

7. Reconvene in Open Session

[23-0470](#) Request to Allow Employee to Exceed 115% of PTO Allocation Due to Extenuating Circumstances

[23-0185](#) Police Contract Bargaining 2024-2026

Attachments: [Manitowoc Reopener Letter-PD 02-28-2023](#)

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.