

**PUBLIC NOTICE OF A MEETING OF THE
PERSONNEL COMMITTEE OF THE CITY OF MANITOWOC**

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 **PERSONNEL COMMITTEE** of the City of Manitowoc will be held on **Monday, February 10th, 2014 at 5:15 o'clock P.M.** at City Hall, Council Chambers, 900 Quay Street, Manitowoc, Wisconsin.

As of the date of this notice, the subject matter known to be intended for consideration at the meeting is as follows:

See Attached Agenda

Dated this 7th day of February, 2014.



Personnel Committee Chairperson

POSTED:

Bulletin Board – _____ 2014 – Clerk's Office

MAILED:

Comcast

DELIVERED:

Cable Programmer – Clerk's Office

E-MAIL:

WOMT

WCUB

Official Newspaper

Lakeshore Chronicle

Common Council

City Managers



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, February 10, 2014

5:15 PM

Council Chambers

1. Call to Order

2. Roll Call

3. Announcement that this meeting is being taped and available to the Public on the City's Website.

4. Public Input

5. Discussion and Action Items

6. 13-230 Discussion and possible action regarding the approval of minutes of previous Personnel Committee meeting. (January 13th, 2013)
7. 13-231 Update on legal expenses billed through Human Resources
Attachments: FEB BUELOW VETTER BUIKEMA OLSON 2014 Costs.doc
8. 13-233 Update on Health Plan Funding
Attachments: Feb Med Funding YTD.pdf
Feb Dental Funding YTD.pdf
9. 13-234 Update on Human Resources Initiatives

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10. 13-235 Discussion and possible action regarding approval of updated DPI job descriptions.
- Attachments: [Update Redline JD Recreation Zoo and Senior Center Team Leader2.doc](#)
[Updated Redline JD Transit - Buildings and Grounds Team Leader2.doc](#)
[Draft Building Grounds - Custodian 4.2013.doc](#)
[Draft Building Grounds - Maintenance Engineer II 4.2013.doc](#)
[Draft Cemetery Foreman 4.2013.doc](#)
[Draft DPI Admin Assistant - Sept 13 Rev .doc](#)
[Draft Engineering - City Surveyor Technician Job Description 4.2013.doc](#)
[Draft Engineering - Clerk Typist II Job Description 4.2013.doc](#)
[Draft Engineering - Engineering - Stormwater Technician Job Description 4.2013.doc](#)
[Draft Engineering Team Leader 4.2013.doc](#)
[Draft Engineering Tech I Job Description Draft.doc](#)
[Draft Engineering Tech II Job Description 4.2013.doc](#)
[Draft Engineering Tech III Job Description 4.2013.doc](#)
[Draft Operations - Bridgetender job description 4.2013.doc](#)
11. 13-236 Discussion and possible action regarding approval of updated WWTF Job Descriptions.
- Attachments: [Draft ElectromechanicalTech 2013.doc](#)
[Draft WWTF Electrician 2013.doc](#)
[Draft WWTF Mechanic 2013 new format.doc](#)
12. 13-238 Discussion and possible action regarding out of state travel request from the Police Department.
- Attachments: [PD Out of State Training Buck 2014 Request.docx](#)
[PD out of State Training Buck.2.pdf](#)
13. 13-240 Discussion and possible action regarding out of state travel request from Finance regarding the Office Manager position.
- Attachments: [Finance.Out of State Travel.1.pdf](#)
14. 13-241 Discussion and possible action regarding out of state travel request from Finance regarding the Finance Director and Payroll Administrator.
- Attachments: [Finance.Out of State Travel..Springbrook.pdf](#)
15. 13-242 Discussion and possible action regarding a Personnel Requisition Form.
- Attachments: [Draft Personnel Requisition Form.docx](#)
16. 13-243 Discussion and possible action regarding an Interim Pay Policy.
- Attachments: [Draft Interim Pay Policy 1.2014.doc](#)

17. 13-244 Discussion and possible action regarding Auxiant Schedule A Fee/Commission Disclosure.

Attachments: Schedule A Fee.Commission Disclosure Statement.pdf

18. 13-245 Discussion and possible action regarding HCC Life and Auxiant Renewal paperwork.

Attachments: HCC Life and Auxiant Required Renewal paperwork.pdf

19. 13-246 Discussion and possible action regarding approval of the FICA Alternative contract.

20. 13-247 Discussion and possible action regarding approval of the PRIME-Choice special pay plan contract.

Attachments: Prime Choice Employee Opinion Results.docx

21. 13-248 Discussion and possible action regarding contract prosecutions.

22. 13-250 Discussion and possible action regarding the pay plan wage table.

23. 13-281 Schedule special meeting to discuss the exempt / non exempt status of Police Supervisory Personnel.

24. Schedule the next meeting

25. 13-252 Move to Adjourn

26. 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.