



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: March 2, 2026

The Human Resources Office has worked on the following projects and initiatives since our last meeting:

Recruiting

- Hired: Library Assistant
- Hired: DPI Laborer (2)
- Hired: DPI Mechanic
- Hired: Library Maintenance Specialist
- Promoted: Senior DPI Laborer
- Advertising: Police Officer
- Advertising: Transit Driver
- Advertising: Seasonal positions
- Advertising: Firefighter

Separations/Retirements

- Senior DPI Laborer (retirement)
- Library Assistant
- Transit Driver
- Detective Sergeant (retirement)
- Destination Sales & Marketing

Upcoming separations/retirements:

- Police Chief (March 2026)
 - Fire Motor Pump Operator (March 2026)
 - Inspector Supervisor (April 2026)
 - Fire Lieutenant (April 2026)
 - Fire Chief (May 2026)
 - Parks Laborer (May 2026)
 - PD Office Manager (June 2026)
 - Police Lieutenant (July 2026)
 - Fire Chief (2026)
- Completed exit interviews with voluntary separations/retirements.

Employee Relations & Engagement

- Investigation and discipline for employees continue as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.

- Received a request to open bargaining from WPPA. Contract expires December 31, 2026.
- The Employee Holiday Party was held at the Yacht Club on January 15, 2026.
- Working on planning several employee engagement events for 2026.

Organizational Development & Training

- Working with department heads and managers to determine and schedule employee training. Currently planning on anti-harassment/anti-discrimination training for all employees, and FMLA/Worker's Comp/ADA training for managers. Additionally, CVMIC will be onsite to conduct two all-day leadership training sessions.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Assisting with recommendations for a DPI reorganization.

Compensation, Benefits & Wellness

- Manty Health & Wellness Clinic is available at the Froedtert Harbor Town campus for employees on the City's health plan.
- Wellness Steering Team – monthly health topics and lunch and learn programs.
- The City continues to offer the wellness platform, Vitality, to all employees and spouses enrolled in the City's health plan.
- Continuing to work with McClone to optimize our health plan and to continue to find ways to mitigate the rising costs associated with healthcare. Our Q1 strategy meeting will be held in March. Looking to review and potentially switch to a new third-party administrator in 2027.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Through the Safety Steering Team, working to address facility safety concerns identified by CVMIC during annual inspections. Also, completing regular safety inspections of City facilities.

Administration

- Working with several departments on revisions to job descriptions.
- Working on various policies to incorporate changes that have been approved in recent months.
- Completed annual reporting of worker's comp, ACA, drug & alcohol testing, etc.