



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

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

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

## **Recruiting**

- Hired: Library Assistant
- Hired: DPI Laborer (2)
- Advertising: Fleet/DPI Mechanic
- Advertising: Police Officer
- Advertising: School Crossing Guard
- Advertising: Transit Driver
- Advertising: Library Maintenance Specialist
- Advertising: Seasonal positions

## **Separations/Retirements**

- Senior DPI Laborer (retirement)
- Library Assistant
- Transit Driver
- Detective Sergeant (retirement)

Upcoming separations/retirements:

- Police Chief (March 2026)
- Inspector Supervisor (April 2026)
- Fire Lieutenant (April 2026)
- Parks Laborer (May 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.

### **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.
- Working on annual reporting of worker's comp, ACA, drug & alcohol testing, etc.