



# 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, April 6, 2026

5:30 PM

1st Floor Conference Room-West-City Hall.

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 the 1st Floor Conference Room West 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: 839 6086 1541, Password: 886723. Those wishing to make public comment should email [humanresources@manitowoc.org](mailto: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.

[26-0261](#) Approval of March 2, 2026 Personnel Committee Minutes

**Attachments:** [Final PC Minutes-3-2-26.pdf](#)

[26-0262](#) Review of Legal Fees Billed out Through March 2026 - Human Resources

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

[26-0263](#) Report out on Health Plan

**Attachments:** [2026-02 Medical & Dental FAR](#)

[26-0264](#) Report out of Human Resource's Office Initiatives April 2026

**Attachments:** [HR Update April 2026](#)

[26-0265](#) Report out of City Attorney's Office Initiatives April 2026

**Attachments:** [ATTORNEY'S OFFICE UPDATE MARCH 2026.pdf](#)

#### 5. Discussion and Action Items

[26-0269](#) Request to Approve Police Administrative Office Supervisor Pricing and Fill Position

**Attachments:** [Police Administrative Office Supervisor JD](#)  
[Police Administrative Supervisor Classification and Market Analysis 3.24.26.pdf](#)

[26-0270](#) Request to Approve Department of Public Works Job Descriptions, Pricing, and Fill Open Positions

**Attachments:** [Mayor Memo for DPI re-org from 1-2026.pdf](#)  
[Memo CD Public Works Classification and Market Analysis](#)  
[Director of Public Works JD](#)  
[DPW Administrative Support Specialist-FT JD](#)  
[DPW Administrative Support Specialist-PT JD](#)  
[DPW Office Manager-FT JD](#)  
[DPW Laborer JD](#)  
[Senior DPW Laborer JD](#)  
[Department of Public Works Org Chart](#)

[26-0271](#) Request to Approve Parks & Recreation Department Job Descriptions, Pricing, and Fill Open Positions

**Attachments:** [Mayor Memo for DPI re-org from 1-2026.pdf](#)  
[Memo CD Public Works Classification and Market Analysis 3.24.26](#)  
[Director of Parks Recreation JD](#)  
[Parks & Rec Administrative Assistant JD](#)  
[Parks & Rec Administrative Support Specialist PT JD](#)  
[Parks Supervisor JD](#)  
[Recreation Supervisor JD](#)  
[Senior Parks Laborer JD](#)  
[Parks Laborer JD](#)  
[Parks & Rec Department Org Chart](#)

[26-0136](#) Request to Approve Tourism Job Descriptions, Pricing, and Fill Open Positions

**Attachments:** [Memo CD Tourism Classification and Market Analysis](#)  
[Marketing Manager JD](#)  
[Tourism Administrative Support Specialist JD](#)  
[Tourism Department Org Chart](#)

[26-0272](#) Approval of City of Manitowoc Compensation Plan Recommended Pay Grade Revisions

**Attachments:** [Comp Plan Revision for Restructure](#)

[26-0275](#) Transit Teamsters Local 662-Request to Arbitrate Grievance

[26-0268](#) Request to Approve the Updated Seasonal Hiring Pay Rates for 2026

**Attachments:** [2026 Seasonal Payrates-DRAFT-04-2026](#)

[26-0267](#) Request for Unpaid Intern-City Attorney's Office

**Attachments:** [Memo to Personnel Requesting Unpaid Intern](#)

[26-0266](#) Quarterly Reporting-PTO Awards-Q1-2026

**Attachments:** [04.2026 Q1 PTO Awards report to PC](#)

[26-0273](#) Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

**Attachments:** [Res to hire related seasonals for seasonal employment 4-2026.pdf](#)

## 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:

- [26-0269](#) Request to Approve Police Administrative Office Supervisor Pricing and Fill Position
- Attachments:** [Police Administrative Office Supervisor JD](#)  
[Police Administrative Supervisor Classification and Market Analysis 3.24.26.pdf](#)
- [26-0270](#) Request to Approve Department of Public Works Job Descriptions, Pricing, and Fill Open Positions
- Attachments:** [Mayor Memo for DPI re-org from 1-2026.pdf](#)  
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[26-0272](#)              Approval of City of Manitowoc Compensation Plan Recommended Pay Grade Revisions

**Attachments:**      [Comp Plan Revision for Restructure](#)

[26-0275](#)              Transit Teamsters Local 662-Request to Arbitrate Grievance

## 7. Reconvene in Open Session

[26-0269](#)              Request to Approve Police Administrative Office Supervisor Pricing and Fill Position

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## 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@manitowocwi.gov](mailto:cityattorney@manitowocwi.gov) 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.