



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: April 6, 2026

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

Recruiting

- Reclassification: Police Officer
- Promoted: Police Chief
- Promoted: Assistant Police Chief
- Promoted: Captain of Patrol
- Advertising: Police Officer
- Advertising: Transit Driver
- Advertising: Housing Enforcement Inspector
- Advertising: Seasonal positions
- Interviewing: Firefighter/Paramedic

Separations/Retirements

- Fire Motor Pump Operator (retirement)
- Police Chief (retirement)
- Inspection Supervisor (retirement)
- Fire Lieutenant (retirement)

Upcoming separations/retirements:

- Parks & Recreation Division Manager (April 2026)
 - Fire Lieutenant (April 2026)
 - Fire Chief (May 2026)
 - Parks Laborer (May 2026)
 - PD Office Manager (June 2026)
 - Police Lieutenant (June 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.
- Working on planning several employee engagement events for 2026.
- Employee & Volunteer Appreciation Picnic – July 9, 2026 @ Lincoln Park

- Transit Local 662 has filed a request to move to arbitration on the grievance matter discussed at the March Personnel Committee meeting.
- Working with labor attorney on a couple of personnel-related issues in Police and Fire.

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.
- Working through restructuring of DPI, Police, and Tourism departments, including creation and revision of job descriptions, pricing of positions, and compensation structure changes.

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 was 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.
- Safety training will be held at City Hall in April as a refresher on active killer and other safety-related training.

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 with Finance and Payroll to review timekeeping systems.