



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, December 1, 2025

5:30 PM Council Chambers. Meeting is also available via Remote Conferencing-Zoom.

1. Call to Order

The meeting was called to order at 5:32 pm

2. Roll Call

Mayor Nickels, Jessie Lillibridge, Greg Vadney, Dan Koski, Todd Blaser, Ben Kraynek, Mackenzie Reed, Pam Wimmer

Present: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

3. Public Comment

None

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: None

[25-0827](#) Approval of October 6, 2025 Personnel Committee Minutes

Attachments: [10-06-2025-Final PC Minutes.pdf](#)

[25-0828](#) Review of Legal Fees Billed out Through November, 2025-Human Resources

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

[25-0829](#) Report out of Human Resource's Office Initiatives December, 2025

Attachments: [HR Update December 2025.pdf](#)

[25-0830](#) Report out of City Attorney's Office Initiatives December, 2025

Attachments: [ATTORNEY'S OFFICE UPDATE NOV. 2025.pdf](#)

[25-0831](#) Report out on Health Plan

Attachments: [2025-10 Medical & Dental.pdf](#)

Approval of the Consent Agenda

Moved by Cummings, seconded by Norell, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

5. Discussion and Action Items

[25-0850](#) Request to Approve Reclassification of RWAM Visitor Services Clerk and to Place Current RWAM Visitor Services Clerks in New Grade

Attachments: [Memo re RWAM Visitor Services Clerk Pay Scale change.pdf](#)
[2026 Comp Plan RWAM Visitor Clerks revision 12.2025.pdf](#)
[RWAM Visitor Service Clerk 10147-draft for PC.pdf](#)

Rahr-West Art Museum Director, Greg Vadney, explained how the Visitor Services Clerks work independently on weekends and that they should be adequately compensated for the work they do both from a security standpoint being that they are given the security code and keys to museum and are entrusted with security of the artwork. Visitor Services Clerks are the first people that are seen by visitors on weekends, special events and nights. Also want to make sure those working for us are at a competitive level and want to be able to attract new employees.

Human Resources Director, Jessie Lillibridge, agreed on both the updates to the compensation structure and job description and requested to move the current employees in that position to \$15 as of January 1, 2026.

Moved by Cummings, seconded by Dunbar, that this Request to Approve Reclassification of RWAM Visitor Services Clerk and to Place Current RWAM Visitors Services Clerks in Grade L1 at \$15per hour be approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

[25-0847](#) Request to Eliminate Unfunded Job Positions at the City of Manitowoc Including Assistant City Attorney, Staff Engineer, and DPI Business Manager.

Attachments: [2026 Comp Plan Elimination of Positions revisions 12.2025.pdf](#)
[Resolution Eliminating Positions of Employment- Final.pdf](#)

Aldersperson Sitkiewitz requested during the budget process to clean up organizational chart positions that were no longer funded . Asking for Council action to approve as it is a resolution to vacate those positions.

Moved by Norell, seconded by Dunbar, that this Request to Eliminate Unfunded Job Positions at the City of Manitowoc Including Assistant City Attorney, Staff Engineer, and DPI Business Manager to be approved as it is a resolution to vacate these positions and motion to adopt. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

[25-0849](#) Request to Eliminate Training, Membership and Tuition Reimbursement Policy

Attachments: [Memo PC Elimination of Tuition Program 12.2025.pdf](#)
[Training, Membership, and Tuition Reimbursement Policy Rev 06.2024.pdf](#)

Human Resources Director, Jessie Lillibridge, discussed that tuition reimbursement went into effect in January 2016 and that each year there is a decline in utilization of the program. In 2022, still continues to decline with only participation from one department. Based on the administrative work involved in program by HR and Finance, the recommendation is to eliminate the tuition reimbursement program. Recommending that both the Membership and Training language be incorporated into the Employee Policy Manual.

Moved by Cummings, seconded by Dunbar, that this Request to Eliminate Training, Membership and Tuition Reimbursement Policy be approved and put on consent. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

25-0848 Request to Approve Employee Policy Manual Revisions-December 2025

Attachments: [Memo to Council re EPM Revisions 12.2025](#)
[EPM revisions for PC tracked changes 12.2025](#)

Human Resources Director, Jessie Lillibridge, recommend that the Employee Policy Manual include additional language support awarding additional Paid Time Off (PTO) to employees for performance beyond or outside their scope of their work with some perimeters in place at managements discretion. Also stated that this will be reported to Personnel Committee quarterly.

Moved by Norell, seconded by Dunbar, that this Request to Approve Employee Policy Manual Revisions-December 2025 approved and referred to council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

25-0352 Teamsters Local No. 662 Transit Contract Negotiations

Attachments: [Teamsters 662 contract negotiation opener letter.pdf](#)
[2026-2028 Transit Labor Agreement - FINAL for Council Approval.pdf](#)

No action was taken on this item.

6. Convene in Closed Session

Moved by Cummings, seconded by Norell, to convene in closed session at 5:42 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

25-0352 Teamsters Local No. 662 Transit Contract Negotiations

Attachments: [Teamsters 662 contract negotiation opener letter.pdf](#)
[2026-2028 Transit Labor Agreement - FINAL for Council Approval.pdf](#)

No action was taken on this item.

(Closed Session portion of the Minutes has been radacted)

7. Reconvene in Open Session

Moved by Cummings, seconded by Norell, to reconvene in open session at 5:51 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

[25-0352](#)

Teamsters Local No. 662 Transit Contract Negotiations

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[2026-2028 Transit Labor Agreement - FINAL for Council Approval.pdf](#)

No action was taken on this item.

8. Adjournment

Moved by Dunbar, seconded by Cummings, that this meeting be adjourned at 5:52 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Norell, Beeman, Cummings and Dunbar

Submitted by Pam Wimmer, Human Resources Assistant