



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, April 6, 2026

5:30 PM 1st Floor Conference Room-West-City Hall. Meeting also
available via remote Conferencing-Zoom

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Roll Call

Jessie Lillibridge, Eric Nycz, Justin Nickels, Dan Koski, Courtney Hansen,
and Debbie Charney

Present: 4 - Sitkiewitz, Norell, Beeman and Cummings

Absent: 1 - 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

- [26-0261](#) Approval of March 2, 2026 Personnel Committee Minutes
- [26-0262](#) Review of Legal Fees Billed out Through March 2026 - Human Resources
- [26-0263](#) Report out on Health Plan
- [26-0264](#) Report out of Human Resource's Office Initiatives April 2026
- [26-0265](#) Report out of City Attorney's Office Initiatives April 2026

Approval of the Consent Agenda

Moved by Cummings, seconded by Beeman, to accept the Consent Agenda items as presented. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

5. Discussion and Action Items

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

There was no discussion on this item.

Moved by Cummings, seconded by Beeman, to approve for consent agenda the request for the Police Administrative Office Supervisor pricing and filling of the position. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

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

There was no discussion on this item.

Moved by Norell, seconded by Cummings, to approve for consent agenda the request to approve Department of Public Works job descriptions, pricing, and filling of the open positions. The motion carried by the following vote:

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

There was no discussion on this item.

Moved by Cummings, seconded by Norell, that this request to approve Parks & Recreation Department job descriptions, pricing, and fill open positions be approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

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

There was no discussion on this item.

Moved by Norell, seconded by Beeman, that this request to approve Tourism Department job descriptions, pricing, and fill open positions be approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

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

There was no discussion on this item.

Moved by Cummings, seconded by Norell, that this request for approval of City of Manitowoc Compensation Plan Recommended Pay Grade Revisions be approved for consent agenda. The motion carried by the following vote:

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

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

There was no discussion on this item.

Moved by Cummings, seconded by Beeman, that this request to approve the updated seasonal hiring pay rates for 2026 be approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

[26-0267](#)

Request for Unpaid Intern-City Attorney's Office

City Attorney Eric Nycz gave a brief overview of the request for the unpaid Intern for the City Attorney's Office.

Moved by Cummings, seconded by Beeman, that this request for an unpaid Intern for the City Attorney's Office be approved and referred to council. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

[26-0266](#)

Quarterly Reporting-PTO Awards-Q1-2026

Human Resources Director Jessie Lillibridge gave an overview to the committee on the PTO Awards given out by Department Heads for Q1 2026.

Moved by Norell, seconded by Beeman, that this quarterly report of PTO Awards be approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

[26-0273](#)

Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

Human Resources Director Jessie Lillibridge explained that this request comes at this time of the year due to seasonal hiring.

Moved by Cummings, seconded by Norell, that this resolution to hire seasonal employees related to elected officials, department heads, or supervisory personnel be approved and referred to council. The motion carried by the following roll call vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

6. Convene in Closed Session

Moved by Cummings, seconded by Norell, to convene in closed session at 5:45 p.m. The motion carried by the following roll call vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

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
- [26-0270](#) Request to Approve Department of Public Works Job Descriptions, Pricing, and Fill Open Positions
- [26-0271](#) Request to Approve Parks & Recreation Department Job Descriptions, Pricing, and Fill Open Positions
- [26-0136](#) Request to Approve Tourism Job Descriptions, Pricing, and Fill Open Positions
- [26-0272](#) Approval of City of Manitowoc Compensation Plan Recommended Pay Grade Revisions
- [26-0275](#) Transit Teamsters Local 662-Request to Arbitrate Grievance

(Closed Session portion of the Minutes has been redacted.)

7. Reconvene in Open Session

Moved by Norell, seconded by Beeman, to reconvene in open session at 5:58 p.m. The motion carried by the following roll call vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

- [26-0269](#) Request to Approve Police Administrative Office Supervisor Pricing and Fill Position
- [26-0270](#) Request to Approve Department of Public Works Job Descriptions, Pricing, and Fill Open Positions
- [26-0271](#) Request to Approve Parks & Recreation Department Job Descriptions, Pricing, and Fill Open Positions
- [26-0136](#) Request to Approve Tourism Job Descriptions, Pricing, and Fill Open Positions
- [26-0272](#) Approval of City of Manitowoc Compensation Plan Recommended Pay Grade Revisions
- [26-0275](#) Transit Teamsters Local 662-Request to Arbitrate Grievance

8. Adjournment

Moved by Norell, seconded by Cummings, that this meeting be adjourned at 5:58 p.m. The motion carried by the following vote:

Aye: 4 - Sitkiewitz, Norell, Beeman and Cummings

Submitted by Debbie Charney, Human Resources Generalist