



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: May 4, 2026

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

Recruiting

- Hired: Firefighter (5)
- Promoted: Inspection Supervisor
- Promoted: Fire Lieutenant
- Promoted: Fire MPO
- Promoted: Police Detective Sergeant
- Promoted: Police Training Lieutenant
- Promoted: Tourism Marketing Manager
- Promoted: DPW Office Manager
- Promoted: Director of Parks & Recreation
- Promoted: Recreation Supervisor
- Promoted: Parks Supervisor
- Promoted: Parks & Recreation Administrative Assistant
- Advertising: Police Officer
- Advertising: Transit Driver
- Advertising: DPW Laborer
- Advertising: Parks Laborer
- Advertising: Seasonal positions
- Offer: Housing Enforcement Inspector
- Reclassified all DPI employees into DPW or Parks & Recreation department

Separations/Retirements

- Fire Lieutenant (retirement)
- Parks & Recreation Division Manager
- Associate Planner
- Library Clerk
- Library System Administrator

Upcoming separations/retirements:

- HR Assistant
- Fire Chief (May 2026)
- Parks Laborer (May 2026)
- PD Office Manager (June 2026)
- Police Lieutenant (June 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
- Working with labor attorney on some personnel-related issues in Police and Fire.
- Working with department heads on several personnel-related matters.

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.

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. 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 was 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.
- Updating HRIS, HR files and systems to reflect the restructuring of DPI, Police, and Tourism departments.