



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 5, 2025

6:00 PM Council Chambers. Meeting also available via remote
Conferencing-Zoom

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

Jessie Lillibridge, Eric Nycz, Dan Koski, Shawn Alfred, Tera Nelson, and Debbie Charney

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

- [25-0341](#) Approval of April 7, 2025 Personnel Committee Minutes
- [25-0342](#) Review of Legal Fees Billed out Through April, 2025-Human Resources
- [25-0343](#) Monthly Report out on Health Plan
- [25-0344](#) Report out of Human Resource's Office Initiatives May, 2025
- [25-0345](#) Report out of the City Attorney's Office Initiatives May, 2025

Approval of the Consent Agenda

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

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

5. Discussion and Action Items

- [25-0348](#) Discussion on Benefit Broker Proposals and Recommendation to Contract

with McClone

Human Resources Director Jessie Lillibridge explained to the Committee that there was a Request for Proposal (RFP) completed for a benefits broker. Four entities submitted and those were narrowed down to two finalists. The recommendation after reviewing the RFP's is to move to McClone. Lillibridge asked for approval for both her and Shawn Alfred to sign an agreement with McClone and bring it to the Council meeting on May 19, 2025. Lillibridge stated that there was a 60 day notice given to USI, the current benefits broker.

Moved by Norell, seconded by Cummings, that this request be approved and referred to Council for Jessie Lillibridge and Shawn Alfred to sign an agreement with McClone to be the new benefits broker replacing USI . The motion carried by the following vote:

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

[25-0347](#)

Request to Approve Seasonal Fleet Mechanic Apprentice Job Description and Pay Rate for the Department of Public Infrastructure and Fill Position

Director of Public Infrastructure Dan Koski explained to the committee the reasoning for requesting the addition of an Apprentice Seasonal Fleet Mechanic. Historically this has been a difficult role to fill. Adding this opportunity will hopefully increase the possible candidates when looking to hire.

Moved by Norell, seconded by Beeman, that this request to approve a Seasonal Fleet Mechanic Apprentice Job Description and pay rate for the Department of Public Infrastructure and fill the position be approved and referred to council. The motion carried by the following vote:

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

[25-0346](#)

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

Human Resources Director Jessie Lillibridge explained the nepotism ordinance to the Committee.

Moved by Cummings, seconded by Norell, that this request for a 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 vote:

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

6. Convene in Closed Session

Moved by Cummings, seconded by Norell, to convene in closed session at 6:08 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

(Closed Session portion of the Minutes has been redacted)

7. Reconvene in Open Session

Moved by Cummings, seconded by Beeman, to reconvene in open session at 6:16 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

There was no action or discussion taken on this item.

8. Adjournment

Moved by Cummings, seconded by Norell, that this meeting be adjourned at 6:17 p.m. The motion carried by the following vote:

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

Submitted by Debbie Charney, Human Resources Generalist