



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, May 4, 2026

5:30 PM Council Chambers-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, Dan Koski, and Debbie Charney

Present: 5 - Norell, Sitkiewitz, Schlei, Beeman and Benzinger

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

- | | |
|--------------------------------|--|
| <u>26-0380</u> | Approval of April 6 and April 20, 2026 Personnel Committee Minutes |
| <u>26-0381</u> | Review of Legal Fees Billed out Through April 2026 - Human Resources |
| <u>26-0382</u> | Report out on Health Plan |
| <u>26-0383</u> | Report out of Human Resource's Office Initiatives May 2026 |
| <u>26-0384</u> | Report out of City Attorney's Office Initiatives May 2026 |

Approval of the Consent Agenda

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

Aye: 5 - Norell, Sitkiewitz, Schlei, Beeman and Benzinger

5. Discussion and Action Items

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|--------------------------------|---|
| <u>26-0385</u> | Classification & Market Review and Job Description Updates: |
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Surveyor/Engineering Technician

Human Resources Director explained to the committee the background of the position and how the position's duties have evolved over time which presented a need to look at updating the job description and moving the job from grade I to J on the compensation plan. When the position becomes vacant in the future, it will be reviewed once again and a determination will be made how to best move forward at that time.

Moved by Sitkiewitz, seconded by Beeman, that this request for reclassification and job description update for Surveyor/Engineering Technician be approved for consent agenda as presented. The motion carried by the following vote:

Aye: 5 - Norell, Sitkiewitz, Schlei, Beeman and Benzinger

[26-0396](#)

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 Schlei, seconded by Beeman, 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: 5 - Norell, Sitkiewitz, Schlei, Beeman and Benzinger

6. Adjournment

Moved by Schlei, seconded by Sitkiewitz, that this meeting be adjourned at 5:35 p.m. The motion carried by the following vote:

Aye: 5 - Norell, Sitkiewitz, Schlei, Beeman and Benzinger

Submitted by Debbie Charney, Human Resources Generalist