



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, February 3, 2025

5:30 PM Council Chambers. 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, and Debbie Charney

Present: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

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

- [25-0066](#) Approval of January 6, 2025 Personnel Committee Minutes
- [25-0067](#) Review of Legal Fees Billed out through January, 2025-Human Resources
- [25-0070](#) Monthly Report out on Health Plan
- [25-0068](#) Report out of Human Resource's Office Initiatives February, 2025
- [25-0069](#) Report out of the City Attorney's Office Initiatives February, 2025

Approval of the Consent Agenda

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

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

5. Discussion and Action Items

- [25-0071](#) Request for Out of State Travel Request for the City of Attorney to

the IMLA Mid-Year Seminar in Washington D.C. for April 25-28, 2025

City Attorney Eric Nycz gave a brief overview of the conference to the committee.

Moved by Schlei, seconded by Brey, that this request for out of state travel for the City Attorney to attend the IMLA Mid-Year Seminar in Washington D.C. from April 25-28, 2025 be approved for the consent agenda. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[25-0072](#)

Approval of Part-time Police Officer Job Description and Request to Post

Human Resources Director Jessie Lillibridge gave a brief background for the request to add a part-time Police Officer. Lillibridge stated that the position was budgeted for 2025 and this position will handle background checks, serving papers and this is a sworn position but will not be on patrol.

Moved by Schlei, seconded by Brey, that this request to add a part-time police officer, approve the job description, and post for the position be approved for the consent agenda. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

[25-0073](#)

Resolution to Revise Seasonal Employment Policy 2025

Human Resources Director explained the two updates being requested.

Moved by Norell, seconded by Brey, to accept the seasonal hiring policy as presented with the exception of line item 16, which is to be stricken from the document and referred to Council. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

6. Adjournment

Moved by Schlei, seconded by Brey, that this meeting be adjourned at 5:45 p.m. The motion carried by the following vote:

Aye: 5 - Sitkiewitz, Brey, Schlei, Norell and Vanderkin

Submitted by Debbie Charney, Human Resources Generalist