



City of Manitowoc

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

Meeting Minutes - Final

Personnel Committee

Monday, July 7, 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, Todd Blaser, Justin Nickels, Ben Kraynek, Curt Hall, Adam Tegen, Dan Koski, Ben Riesterer, Phil Stodola, Ben Molnar, Craig Buyeske, Tyler Tews, Shane Breuninger, Brad Olivera, Aiden Wagner, Cody Sieracki, Garrett Grissom, Kevin Cerkas and Debbie Charney

Present: 3 - Sitkiewitz, Norell and Beeman

Absent: 2 - Cummings and Dunbar

3. Public Comment

None

4. Presentations

[25-0484](#) Fire Department Schedule Request-48/96

A presentation was given by Ben Molnar requesting a change to their current California schedule to a 48/96 schedule. There was no further discussion or any action on this item.

This Request was placed on file

5. 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

[25-0478](#) Approval of June 2, 2025 Personnel Committee Minutes

[25-0479](#) Review of Legal Fees Billed out Through June, 2025-Human Resources

[25-0480](#) Monthly Report out on Health Plan

[25-0481](#) Report out of Human Resource's Office Initiatives July, 2025

[25-0482](#) Report out of the City Attorney's Office Initiatives July, 2025

Approval of the Consent Agenda

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

Aye: 3 - Sitkiewitz, Norell and Beeman

6. Discussion and Action Items

[25-0498](#) Approval of Revised Job Description for Community Development-Planner Business & Housing Development to Deputy City Planner

Community Development Director Adam Tegen explained the reasons for the request to change the current Planner Business & Housing Development job description to Deputy City Planner. Human Resources Director Jessie Lillibridge explained that the position is currently out for pricing and will include that on the Council agenda. If approved by Council, this change would be effective July 22, 2025.

Moved by Norell, seconded by Beeman, that this request to revise the Job Description for Community Development-Planner Business & Housing Development to Deputy City Planner be approved and referred to council. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Norell and Beeman

[25-0488](#) Request to Create a Zoo Team Lead Position and Revise Current Zoo Positions

Public Infrastructure Director Dan Koski explained to the committee the reasoning behind the request to create a Zoo Team Lead position and revise the existing job descriptions in order to mirror the organization structure in other Department of Public Infrastructure divisions.

Moved by Beeman, seconded by Norell, that this request to create a Zoo Team Lead position and revise current Zoo positions be approved for Council. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Norell and Beeman

[25-0486](#) Request to Approve Revised Seasonal Pay Rates for 2026

Human Resources Director explained to the committee that the seasonal pay rates are brought to the committee for changes annually before budget.

Moved by Norell, seconded by Beeman, that this request to approve revised seasonal pay rates for 2026 be approved and referred to council. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Norell and Beeman

7. Convene in Closed Session

**Moved by Norell, seconded by Beeman, to convene in closed session at 5:59 p.m.
The motion carried by the following vote:**

Aye: 3 - Sitkiewitz, Norell and Beeman

[25-0489](#) Unpaid Leave of Absence Request for Transit Employee

(Closed Session portion of the Minutes has been redacted)

8. Reconvene in Open Session

Moved by Beeman, seconded by Norell, to reconvene in open session at 6:02 p.m. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Norell and Beeman

[25-0489](#) Unpaid Leave of Absence Request for Transit Employee

There was no discussion on this item.

Moved by Beeman, seconded by Norell, that this request for a Transit Employee for an unpaid leave of absence be accepted and placed on file. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Norell and Beeman

9. Adjournment

Moved by Norell, seconded by Beeman, that this meeting be adjourned at 6:03 p.m. The motion carried by the following vote:

Aye: 3 - Sitkiewitz, Norell and Beeman

Submitted by Debbie Charney, Human Resources Generalist