



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, August 4, 2025

5:30 PM

Council Chambers. Meeting also available via
remote Conferencing-Zoom

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

This meeting is being conducted both in Council Chambers at City Hall and via Zoom (www.zoom.com) to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit *6 to mute and unmute themselves.

This meeting will be held in Council Chambers and also via remote conferencing software: www.zoom.com. Members of the public may call to listen in at 1-312-626-6799, Meeting ID: 839 6086 1541, Password: 886723. Those wishing to make public comment should email humanresources@manitowoc.org or call 920-686-6993 with their comment no later than 12:00 p.m. Central the day of the meeting.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order
2. Roll Call
3. Public Comment
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:

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

[25-0534](#) Approval of July 7, 2025 Personnel Committee Minutes

Attachments: [07-07-2025-Final PC Minutes](#)

[25-0535](#) Review of Legal Fees Billed out Through July, 2025-Human Resources

Attachments: [Outside Legal Counsel Costs for HR](#)

[25-0546](#) Monthly Report out on Health Plan

Attachments: [Health Plan Report-June 2025](#)

[25-0536](#) Report out of Human Resource's Office Initiatives August, 2025

Attachments: [HR Update August 2025.pdf](#)

[25-0537](#) Report out of City Attorney's Office Initiatives August, 2025

Attachments: [ATTORNEY'S OFFICE UPDATE JULY 2025.pdf](#)

5. Discussion and Action Items

[25-0487](#) Approval of Revised Job Description for Police Chief

Attachments: [Police Chief Job Description-Redline for Personnel](#)
[Police Chief Job Description-Clean copy for Personnel.pdf](#)

[25-0483](#) Employee Policy Manual Language Update-August, 2025

Attachments: [Memo to Council re EPM Revisions 08-2025](#)
[EPM revisions-Redline-for Personnel Committee approval 08.2025.pdf](#)
[EPM revisions-Clean Copy-for Personnel Committee approval 08.2025.pdf](#)

[25-0539](#) Request for Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

Attachments: [Res to Hire Related Seasonals for Seasonal Employment-7-2025- Final.pdf](#)

[25-0538](#) Unpaid Leave of Absence Request for Transit Employee-J.L.

[25-0550](#) Unpaid Leave of Absence Request for Transit Employee-S.U.

- [25-0484](#) Request by International Association of Firefighters Local 368, AFL-CIO to Reopen Negotiations Concerning Workweek Schedule and Hours

Attachments: [Fire Management Position-48-96 Schedule.pdf](#)
[Fire-48 96 schedule change union presentation](#)

6. Convene in Closed Session

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)(f) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The specific subject matter that may be considered in closed session is:

- [25-0538](#) Unpaid Leave of Absence Request for Transit Employee-J.L.

- [25-0550](#) Unpaid Leave of Absence Request for Transit Employee-S.U.

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:

- [25-0484](#) Request by International Association of Firefighters Local 368, AFL-CIO to Reopen Negotiations Concerning Workweek Schedule and Hours

Attachments: [Fire Management Position-48-96 Schedule.pdf](#)
[Fire-48 96 schedule change union presentation](#)

7. Reconvene in Open Session

- [25-0538](#) Unpaid Leave of Absence Request for Transit Employee-J.L.

- [25-0550](#) Unpaid Leave of Absence Request for Transit Employee-S.U.

- [25-0484](#) Request by International Association of Firefighters Local 368, AFL-CIO to Reopen Negotiations Concerning Workweek Schedule and Hours

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8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail cityattorney@manitowoc.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.