



# City of Manitowoc

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

## Meeting Minutes - Final

### Personnel Committee

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Monday, August 4, 2025

5:30 PM Council Chambers. Meeting also available via remote  
Conferencing-Zoom

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#### 1. Call to Order

The meeting was called to order at 5:30 p.m.

#### 2. Roll Call

Jessie Lillibridge, Eric Nycz, Nick Reimer, Todd Blaser, Ben Kraynek, Dan Koski, Ben Molnar, Craig Buyeske, Tyler Fischer, Shane Breuninger, Chad Haucke, Jeremy Wagner, Brent McDonald, and Debbie Charney

**Present:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

#### 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

- |                                |  |
|--------------------------------|--|
| <a href="#"><u>25-0534</u></a> | Approval of July 7, 2025 Personnel Committee Minutes               |
| <a href="#"><u>25-0535</u></a> | Review of Legal Fees Billed out Through July, 2025-Human Resources |
| <a href="#"><u>25-0546</u></a> | Monthly Report out on Health Plan                                  |
| <a href="#"><u>25-0536</u></a> | Report out of Human Resource's Office Initiatives August, 2025     |
| <a href="#"><u>25-0537</u></a> | Report out of City Attorney's Office Initiatives August, 2025      |

#### Approval of the Consent Agenda

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

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

## 5. Discussion and Action Items

[25-0487](#)

Approval of Revised Job Description for Police Chief

Human Resources Director Jessie Lillibridge and Police Chief Nick Reimer explained to the committee the reasons for the requested changes to the Police Chief job description.

**Moved by Beeman, seconded by Cummings, that this request to revise the job description for the Police Chief be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

[25-0483](#)

Employee Policy Manual Language Update-August, 2025

Human Resources Director Jessie Lillibridge gave a brief overview of the requested revisions to the Employee Policy Manual.

**Moved by Cummings, seconded by Beeman, that this request to update the Employee Policy Manual language be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

[25-0539](#)

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

Human Resources Director Jessie Lillibridge explained the background of the request to the committee.

**Moved by Cummings, seconded by Dunbar, 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:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

[25-0538](#)

Unpaid Leave of Absence Request for Transit Employee-J.L.

There was no discussion or action on this item.

[25-0550](#)

Unpaid Leave of Absence Request for Transit Employee-S.U.

There was no discussion or action on this item.

[25-0484](#)

Request by International Association of Firefighters Local 368, AFL-CIO to Reopen Negotiations Concerning Workweek Schedule and Hours

There was no discussion or action on this item.

## 6. Convene in Closed Session

**Moved by Cummings, seconded by Dunbar, to convene in closed session at 5:44 p.m. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

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

(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 6:41 p.m. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

[25-0538](#)

Unpaid Leave of Absence Request for Transit Employee-J.L.

There was no discussion on this item.

**Moved by Cummings, seconded by Beeman, that this request for unpaid leave of absence be approved through November 5, 2025 as necessary and placed on file. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

[25-0550](#)

Unpaid Leave of Absence Request for Transit Employee-S.U.

There was no discussion on this item.

**Moved by Cummings, seconded by Dunbar, that this request for unpaid leave of absence be extended through September 5, 2025 and placed on file. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

[25-0484](#)

Request by International Association of Firefighters Local 368, AFL-CIO to Reopen Negotiations Concerning Workweek Schedule and Hours

There was no discussion or action taken on this item.

## 8. Adjournment

**Moved by Cummings, seconded by Dunbar, that this meeting be adjourned at 6:43 p.m. The motion carried by the following vote:**

**Aye:** 4 - Norell, Beeman, Cummings and Dunbar

**Excused:** 1 - Sitkiewitz

Submitted by Debbie Charney, Human Resources Generalist