



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, July 7, 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. Presentations

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

Attachments: [48_96 schedule presentation](#)

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

Attachments: [6-2-25 PC Minutes.pdf](#)

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

Attachments: [OUTSIDE LEGAL COUNSEL FOR HR Costs](#)

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

Attachments: [Monthly Health Plan Report](#)

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

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

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

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

6. Discussion and Action Items

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

Attachments: [Deputy City Planner Job Description Draft](#)
[Deputy City Planner Final clean for Council.pdf](#)

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

Attachments: [Memo Zoo Re Org Request June 2025.pdf](#)
[Zoo Re-org Outline-updated for Council.pdf](#)
[DPI org chart](#)
[Zoo Team Leader Job Description DRAFT.pdf](#)
[Animal Zookeeper Job Description DRAFT.pdf](#)
[Animal Zookeeper Clean copy for Council.pdf](#)
[Education Zookeeper Job Description DRAFT.pdf](#)
[Education Zookeeper Clean copy for council.pdf](#)

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

Attachments: [2026 Seasonal Payrates-DRAFT.pdf](#)
[2026 Seasonal Payrates-Appendix B-Final.pdf](#)

7. Convene in Closed Session

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

8. Reconvene in Open Session

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

9. Adjournment

Submitted by Debbie Charney, Human Resources Generalist