



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, JULY 2, 2024, at 5:00 PM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074
Lower Level Conference Room

MINUTES

- 1. Roll Call-** Members present were Alderpersons Jonathan Pleitner, Deborah Postl and Paul Neumyer. Also present were City Administrator Melissa Pingel, City Clerk Susan Westerbeke, and Human Resources Director/ACA Emily Blakeslee.
- 2. Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
- 3. Update and Discussion on Senior Center and Recreation Staffing by Recreation Director-** Recreation Director Tyler Mentzel was present to report on current staffing and future needs with staff that will not be available. Coordination of schedules to provide office hours and programming were reviewed.
- 4. Consideration and Possible Action on Adoption of Personnel Committee Charter for 2024-** The Human Resources Director/ACA reviewed the proposed Charter with the Committee members. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO APPROVE THE PERSONNEL COMMITTEE CHARTER FOR 2024 AS PRESENTED. Motion carried unanimously.
- 5. Consideration and Possible Action on Job Classification Changes for City Clerk position-** The Human Resources Director/ACA reviewed the job description and organizational duties at City Hall. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL ON JOB CLASSIFICATION CHANGES FOR CITY CLERK POSITION AS PRESENTED. Motion carried unanimously.
- 6. Consideration and Possible Action on Job Classification Changes for Deputy Clerk position-** The Human Resources Director/ACA reviewed the job description, current duties and the development of the position in the future. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL OF THE JOB CLASSIFICATION CHANGES FOR DEPUTY CLERK POSITION AS PRESENTED. Motion carried unanimously.
- 7. Consideration and Possible Action on Table of Organization Changes-** The City Administrator reviewed a draft organizational chart with the Committee. Discussion was held on future planning for department staffing and supervisory needs. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE TABLE OF ORGANIZATION CHANGES AS PRESENTED. Motion carried unanimously.
- 8. MOTION TO CONVENE IN CLOSED SESSION - per Wis. Stat. § 19.85(1)(C) for the purpose of considering employment, promotion, compensation and other terms and conditions of employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility-** Ald. Pleitner read the closed session item. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO CONVENE INTO CLOSED SESSION AT 5:40 P.M. FOR THE REASONS STATED ON THE AGENDA. ROLL CALL VOTE TAKEN. AYE: PLEINTER, NEUMYER, POSTL. Motion carried unanimously.

9. RECONVENE INTO OPEN SESSION to take action relating to closed session discussions or deliberations, if any- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECONVENE INTO OPEN SESSION AT 5:57 P.M. ROLL CALL VOTE TAKEN. AYE: PLEINTER, NEUMYER, POSTL. Motion carried unanimously.

10. Chairman's Business- None.

11. Members/Liaisons' Business- None.

12. Public Comments/Appearances- None.

13. Adjournment- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJOURN THE MEETING AT 5:58 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk