



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
Personnel Committee Meeting  
Wednesday, August 14, 2024 at 3:00 PM  
Port Washington City Hall, 100 West Grand Avenue,  
Port Washington, Wisconsin 53074  
Lower Level Conference Room

---

MINUTES

1. **Roll Call-** Members present were Alderperson Jonathan Pleitner and Deborah Postl. Alderperson Paul Neumyer was excused. Also present was City Administrator Melissa Pingel, HR Director/ACA Emily Blakeslee, and City Clerk Susan Westerbeke.
2. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING. Motion carried unanimously.
3. **Discussion on EMS/Fire Staffing for 2025-** Finance Director/Treasurer Mark Emanuelson was also present to review the staffing requests for the 2025 Budget, along with what was approved by the April 2024 referendum, planning for support of staffing needs in the future that can be managed within the budget objectives.
4. **Update and Discussion on Senior Center Staffing-** The ACA/HR Director reviewed the job description for the Senior Leader position. Recreation Director Tyler Mentzel was present to review the Senior Center calendar and the Recreation Department calendar for the remainder of 2024. Also reviewed was the Senior Center closing procedures for staff and volunteers.
5. **Consideration and Possible Action on Table of Organization Changes-** The City Administrator is continuing work on the organizational structure. No action was taken.
6. **Chairperson's Business-** None.
7. **Members/Liaisons' Business-** The City Administrator discussed department charters.
8. **Public Comments/Appearances-** None.
9. **Next Meetings Dates/Time-** October 9, 2024 at 3:00 PM
10. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJOURN AT 4:00 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk