



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
PERSONNEL COMMITTEE MEETING  
MONDAY, MAY 13, 2024, AT 3:00 P.M.  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Lower Level Conference Room**

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**AGENDA**

1. Roll Call
2. Approve Minutes of Previous Meeting
3. Update and Discussion on Table of Organization
4. Update on Human Resources and Finance Audit
5. Update on Class and Compensation Schedule
6. Report on Employee Turnover and Staffing Statistics
7. Discuss Performance Review Process
8. Discuss Communications and IT Duties
9. Update on Support Staff
10. Update on Customer Service Standards
11. Chairman's Business
12. Member's Business
13. Public Comments/Appearances
14. Adjournment

**Committee Members: Alderpersons- Paul Neumyer, Jonathan Pleitner, Deborah Postl**

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
PERSONNEL COMMITTEE MEETING  
TUESDAY, FEBRUARY 6, 2024, AT 5:30 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Council Chamber Conference Room

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**MINUTES**

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Paul Neumyer, and Deborah Postl. Also present was Interim City Administrator/City Clerk Susan Westerbeke, and ACA/HR Director 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. **Consideration and Possible Action on Grade Changes for Street Maintenance and Park Maintenance Positions-** The HR Director/ACA reviewed the Grade Changes under consideration. Public Works Director Rob Vanden Noven was present to answer questions related to the positions during the committee's discussion. The City engaged GovHR in June of 2022 to complete a Classification and Compensation study. As part of the study, GovHR equipped the City with resources necessary to periodically review positions and reanalyze roles and their corresponding responsibilities, as well as analyze and grade new positions, should that become necessary. In late 2023, the Director of Public Works requested that the Street Maintenance and Park Maintenance positions be reviewed and reanalyzed. With input from the Director of Public Works and the Streets Superintendent, the HR Director completed a new Job Analysis, using the scoring system. The updated job analysis places these positions in Grade 5. These scores reflect the analysis that an increased level of experience is needed for individuals to fulfill these roles. Grade 5 also serves to match the Street and Park positions with the rest of the hourly Public Works staff in Water and Wastewater. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF CHANGE TO GRADE 5 FOR STREET AND PARK MAINTENANCE POSITIONS AS PRESENTED. Motion carried unanimously.
3. **Chairman's Business-** None.
4. **Member's Business-** None.
5. **Public Comments/Appearances-** None.
6. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 5:41 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk