



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Special Personnel Committee Meeting
Friday, September 13, 2024 at 1:00 PM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074
Lower Level Conference Room

AGENDA

- 1. Roll Call**
- 2. Approve Minutes of Previous Meeting**
- 3. 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.
- 4. RECONVENE INTO OPEN SESSION** to take action relating to closed session discussions or deliberations, if any.
- 5. Adjournment**

Committee Members: Alderpersons – Paul Neumyer, Jonathan Pleitner, Deborah Postl

Staff Liaisons: Emily Blakeslee, Melissa Pingel

Special Accommodations: Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or cityclerk@portwashingtonwi.gov at least one (1) business day prior to the meeting.

Notice of Possible Quorum: 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
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