

**MEETING NOTICE
PERSONNEL COMMITTEE
MONDAY, MARCH 29, 2021
5:30 P.M.
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve minutes for January 19, 2021
4. Closed session per Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – discussion on Administrative positions
5. Return to open session
6. Take action on items discussed in closed session
7. Adjourn

NOTICE
**ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS
AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT
ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY
HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.**

CITY OF PRESCOTT, WISCONSIN

JANUARY 19, 2021 PERSONNEL COMMITTEE

Pursuant to due call and notice thereof, a meeting of Personnel Committee was held Tuesday, January 19, 2021 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Meeting was called to order by Chair Maureen Otwell. Members present were Dar Hintz and Robert Daugherty. Parks and Street Superintendent Mike Kinneman and City Administrator Jayne Brand represented staff. Also present Mayor David Hovel

Daugherty/Hintz motion to approve the minutes for September 8, 2020 passed without a negative voice vote.

The committee reviewed the job description for the wastewater utility chief operator. A few changes will be made to the job description. It is planned to put out the ad in the middle of February with applications due back the middle of March and interviews happening at the end of March or early in April. Discussion was held on the chain of command for the public works department. With a new wastewater operator being hired the supervisor position will be handled by one supervisor.

It was discussed the part-time public works employee will be retiring in April. It was discussed this position should be a fulltime position. There will be changes made in how mowing will be done this summer and there will not be one employee who will be doing all of the mowing. The committee agreed to go with a fulltime public works employee with hiring in April.

Discussion was held on possible future positions. The positions which were discussed are a combined position for Zoning Administrator, Code Enforcement and GIS. Park Manager position and in the police department a Lieutenant or Captain and additional patrol officer were also discussed. Funding for positions was discussed. It was discussed job description should be created for the positions. None of these positions will be able to be funded until 2022.

Daugherty/Hintz motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator