

**CITY OF PRESCOTT, WISCONSIN
FEBRUARY 1, 2023, PERSONNEL COMMITTEE MEETING MINUTES**

Pursuant to due call and notice thereof, a Personnel Committee Meeting was held, Wednesday February 1, 2023, Municipal Building, 800 Borner Street, Prescott, WI 54021.

Call to Order: Committee Chair Otwell called the meeting to order at 5:02 p.m. Members present were Maureen Otwell and Dar Hintz. Committee Member Bailey Ruona was absent. Representing Staff was City Administrator Matt Wolf and City Treasurer Beth Lansing. Others present were Municipal Court Judge Patrick Eich

1. Approve Minutes for November 11, 2022 Meeting

Committee Member Hintz motioned to approve the November 11, 2022, minutes. Committee Chair Otwell seconded the motion. Motion passed unanimously. (2-to-0)

2. City Clerk and Court Clerk Positions

City Administrator Wolf presented on the plan to have the City Clerk and Court Clerk positions to be combined with Rashel Temmers but have separate offices and phone numbers. Judge Eich offered his input and City Treasurer Lansing gave examples of other Wisconsin communities. Committee Chair Otwell had concerns regarding payment of the salary with benefits. City Treasurer Lansing stated that the City would pay the salary and benefits the same method as other positions that are dual financed across multiple fund accounts. Committee Chair Otwell and Committee Member Hintz after discussion regarding the position with the Judge and Staff had no concerns with moving forward with the Court Clerk and City Clerk to both be served by Rashel Temmers with the caveat that the City will continuously monitor the workload and separate the positions if requested by the Judge, the City or Ms. Temmers.

3. 2023 Performance Evaluations Discussion

Staff reviewed the performance evaluation forms inside the Personnel Committee packet. Discussion with the Committee was had and overall procedures for completing the performance evaluations for all regular full-time and part-time employees. Staff is going to make the forms as fillable PDFs and work with Department Directors to review the proposed schedule that would have them start in July/August. No further comments or requests.

4. Future Staffing Discussion – Parks and Public Works

The Committee Members and Staff had a brief discussion regarding future staffing specifically as it relates to creating a Parks Department and creating a new staff position. The Committee requested that the item be placed on the agenda for further discussion with Committee Member Ruona.

5. Other Business

None

6. Adjournment

Motion made by Hintz to adjourn the meeting at 6:01; Otwell seconded; motion passed unanimously. (2-to-0)

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Matt Wolf", is written over a light gray rectangular background.

Matt Wolf
City Administrator