



**CITY OF PRESCOTT, WISCONSIN  
MAY 3, 2023, PERSONNEL COMMITTEE MEETING MINUTES**

Pursuant to due call and notice thereof, a Personnel Committee Meeting was held, Wednesday May 3, 2023, Municipal Building, 800 Borner Street, Prescott, WI 54021.

**Call to Order:** Committee Chair Otwell called the meeting to order at 5:10 p.m. Members present were Maureen Otwell, Dar Hintz and Bailey Ruona. Representing Staff was City Administrator Matt Wolf, City Treasurer Beth Lansing and Police Chief Eric Michaels.

**1. Approve Minutes for February 1, 2023 and February 13, 2023 Meeting**

**Committee Member Hintz motioned to approve the February 1, 2023 and February 13, 2023 minutes. Committee Chair Otwell seconded the motion. Motion passed unanimously. (2-to-0)**

**2. Neogov Software Review and Discussion**

Committee Member Ruona arrived during the Neogov Software Review and Discussion. City Administrator Wolf discussed the Neogov Software quote that was received for 24 months of subscription. The software is used to recruit, hire, and onboard staff. The Committee overall thought it was beneficial to the City but had concerns with the cost. Staff during budget for 2024 will review if the software is something that can be added to the budget.

**3. Future Staffing Discussion – Parks and Public Works**

Discussion was had with the Committee regarding a new position in the Public Works Department that would start to create a Parks Division that would eventually break off once the City gets big enough to form a separate department. Staff will bring the option of adding a position along with a position description to Council during the 2024 budget for future consideration.

**4. Proposed Administration and Employee Picnic Event**

City Administrator Wolf explained that the IT closet needs upgrades and as a result City Hall needs to be closed at 11:30 am in order for that to take place. As a result, staff is requesting a day to have an employee picnic with all staff. After the picnic staff would then take a tour of the Wastewater Treatment Plant and potentially Fire Hall. No committee members had concerns, and all felt it was a good idea.

**Motion made by Ruona to bring the Administration and Employee Picnic Event to Council for approval. Otwell seconded; motion passed unanimously.**

**5. Police Staffing and Recruitment Update**

Chief Michaels discussed the current recruitment issues that the City of Prescott is facing for open positions patrol officer positions. Currently there are two open positions and only 1 qualified applicant has applied over the two months the positions have been open. Chief Michaels stated that more and more communities are deciding to sponsor candidates through basic law enforcement training for the 18-week program. Committee members had questions on if a candidate was hired, what rate of pay do they receive during the training and does it require the City to renegotiate the union contract. Staff will look into these questions and put together a reimbursement agreement to the City Council for review.

**Motion made by Ruona to bring the Reimbursement Agreement to be used by the City of Prescott and a future patrol officer candidate to City Council for approval once completed; Otwell seconded; motion passed unanimously.**

**6. Other Business**

None

**7. Adjournment**

**Motion made by Ruona to adjourn the meeting at 6:05; Hintz seconded; motion passed unanimously. (3-to-0)**

Respectfully Submitted,



Matt Wolf  
City Administrator