

CITY OF PRESCOTT, WISCONSIN
August 4, 2022, PERSONNEL COMMITTEE MINUTES

Pursuant to due call and notice thereof, a meeting of the Personnel Committee was held, August 4, 2022 Municipal Building, 800 Borner Street, Prescott, WI 54021.

Call to Order: Committee Chair Maureen Otwell called the meeting to order at 5:04 pm. Members present were Dar Hintz and Bailey Ruona. Mayor Daugherty was also in attendance. City Administrator Matt Wolf and Treasurer Elizabeth Lansing represented staff. JA Counter Human Resources Specialist Pete Whiteneck was present.

1. Approve Minutes for May 4, 2022

Hintz/Otwell motioned to approve the minutes for May 4, 2022, passed without a negative voice vote.

2. Employee Survey Presentation

City Administrator Wolf and Treasurer Lansing presented on the proposed employee survey and the benefits options that are part of the survey. The Committee discussed the questions and Committee Member Hintz requested that the survey question number twelve be changed from one thing to allow participants to give multiple responses. City Administrator Wolf said that the plan was to meet with each department to go over the proposed survey and benefits options and then send out the survey electronically for employees to complete. The Committee discussed and had no issues with the plan. Results from the survey will be shared with the Council and employees once completed.

3. Revised Employee Handbook Changes – JA Counter Revisions

City Administrator Wolf along with JA Counter Specialist Pete Whiteneck presented on the changes in the employee handbook that was reviewed. The Committee discussed the changes and requested that the Privacy in Connection with Employment on page 24 be changed to remove personal items such as “clothing, briefcases, bags, and other personal items”. Staff will make the change to the handbook. The committee discussed that the final version of the handbook will be reviewed once the employee survey is completed.

4. School Resource Officer Contract – City of Prescott and Prescott School District

City Administrator Wolf presented the revised contract between the City of Prescott and the Prescott School District with the two major changes being that the annual amount paid by the School went up to \$26,000 from the previous \$10,000 and that the two parties will split any required overtime necessary for the position. The Committee discussed the contract and had no major objections.

Ruona motioned to approve the contract between the City of Prescott and the Prescott School District and forward it on to Council for approval. Hintz seconded the motion, motion passed without a negative vote (3-to-0).

5. Other Business

None

6. Adjournment

Otwell/Rouana motion to adjourn at 6:12, passed without a negative voice vote at 6:34 pm.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Matthew J. Wolf", is displayed on a light gray rectangular background.

Matthew J. Wolf
City Administrator