

PERSONNEL COMMITTEE MINUTES
MONDAY, DECEMBER 6, 2021- 4:00 P.M.
CITY HALL, COUNCIL CHAMBERS

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

Chairperson Hedlund called the meeting to order at 4:00 p.m.

Roll Call

Present: Hedlund, Halverson, Howell, Flower and Straube

Absent: None

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes of the November 1, 2021 Personnel Committee meeting as prepared and distributed
Motion by Howell to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding potentially scheduling a Special Personnel Committee meeting
Hedlund explained that there is currently issues with the employee handbook as it relates to holiday pay and that certain employees are at risk of not receiving holiday pay for the Thanksgiving holiday. Discussion included having a special meeting within the week to discuss further. Committee consensus was to hold a Special Personnel meeting on December 8, 2021 at 8:30 a.m. No action taken.

Discussion/Recommendation concerning the proposed Riviera Janitor job description

Clerk Kropf stated this item had been carried over from the last meeting. Flower stated that the job description should include additional functions for the Department of Public Works, outside of the Riviera. Such items included potentially cleaning of piers and of Riviera plaza.

Motion by Howell to continue, second by Halverson. Motion carried 5-0.

Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: **Annual Evaluations for the City Administrator, Building & Zoning Administrator, City Clerk, Finance Director, Harbormaster, Parking Manager, and Public Works Director**

Motion Flower to convene the committee into Closed Session to include the Mayor, Alderperson Fesenmaier and Alderperson Yunker, second by Halverson. Motion carried on a roll call vote 5-0. The committee convened into Closed Session at 4:00 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

Motion by Howell to reconvene into Open Session, second by Halverson. Motion carried on a roll call vote 5-0. The committee reconvened into Open Session at 5:52 p.m.

Adjourn

Motion by Flower to adjourn, second by Howell. Motion carried 5-0. The meeting adjourned at 5:53 p.m.