

MINUTES

PERSONNEL

MONDAY – JUNE 29, 2026 – 12:00 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Robert Warren, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, Attorney David Spangenberg, Alderperson Joel Ahrens, Interim Police Chief Derek Koronkiewicz, Public Works Director Matt Decur, and Parks & Recreation Director Lori Tonn.

Chair Schmidt called the meeting to order at 12:09 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda.

Motion carried 3/0.

Meeting Minutes:

Motion by O'Neill and seconded by Warren to approve the May 26, 27, & 28, and June 1, 2026 meeting minutes. Motion carried 3/0.

Job descriptions for handbook addendum & citywide position classification with wage review sheet:

Job descriptions for the handbook addendum were presented and will be discussed at the next meeting after the committee members have time to review them.

Parks & Recreation Director Tonn inquired why and how the wages were determined for the Park's seasonal employees. Wages are set during budget time with a recommendation from the Personnel Committee to the Finance Committee. Finance then forwards a final budget to Council which includes budgets for wages.

Mayor Berman reported the hiring process has been pulled back to the Committee level due to concerns from some department heads about proper training. Further discussion will be held on hiring processes at the next meeting.

WWTP Operator job description, progression, and position posting timeline:

The WWTP Operator job descriptions and progression schedule and the Public Works wage schedule were reviewed. Additional discussion on wages will be discussed during union negotiations.

Motion by Warren and seconded by Schmidt recommending Council approve the WWTP Operator job descriptions and progression schedule. Motion carried 3/0.

Employee Handbook edits:

A memo from Mayor Berman regarding Employee Handbook updates was reviewed (see attached). The proposed updates included required licenses, certification, training, and qualifications to address employment categories, qualifications and classifications; safety shoes and approved clothing to clarify Public Works employees' approved items; use of equipment to

add Police Chief vehicle assignment; and discipline or corrective action to address consultation before significant discipline action. Discussion will be held at the next meeting.

Closed Session:

Motion by Schmidt and seconded by Warren to move into Closed Session per:

WI S.S. 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 for the purpose of:

- a. Consider candidate(s) for Police Lieutenant.
- b. Negotiations with Teamsters Union Local 662.

Motion carried 3/0.

CLOSED SESSION 12:49 p.m. – 1:58 p.m.

Motion by Schmidt and seconded by Warren to move into Open Session. Motion carried 3/0.

No action taken as a result of Closed Session.

Other Matters: None

Set future meeting(s):

The next meetings were scheduled for Tuesday, July 14 or Wednesday, July 15, 2026 at 4:15 p.m. and Tuesday, July 21, 2026 at 1:00 p.m.

Motion by Schmidt and seconded by O'Neill to adjourn at 2:01 p.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer