

MINUTES

PERSONNEL

MONDAY – SEPTEMBER 21, 2026 – 8:00 A.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, Police Chief Derek Koronkiewicz, and Interim Public Works Director Teal Spellman-Cedar Corp.

Chair Schmidt called the meeting to order at 8:07 a.m.

Motion by Schmidt and seconded by Warren to approve the agenda. Motion carried 3/0.

Motion by Warren and seconded by O'Neill to approve the August 12 & 24, 2026 meeting minutes. Motion carried 3/0.

Staffing needs, organizational structure, administrative support, and contracted professional services across City departments:

Mayor Berman presented a draft City of Peshtigo Organizational Chart (see attached) for review. Additional consideration will be held when the Parks & Recreation Department time study has been completed.

Employee Handbook:

A memo from the Mayor outlining Employee Handbook updates (see attached) was reviewed.

Updates included:

- Add to Section 300 verbiage to address both employment categories and employment-related qualifications or classifications.
- Update Section 340 for residency/living radius requirements.
- Update Section 475 safety shoes and approved clothing allowance to \$300.
- Update Section 630 to allow the Police Chief a furnished auto.
- Add Section 705 for discipline or corrective action.

Motion by Schmidt and seconded by Warren recommending Council approve the Employee Handbook updates as discussed. Motion carried 3/0.

DPW Mechanic & DPW/WWTP Operator positions posting timeline:

The job descriptions for the DPW Mechanic & DPW/WWTP Operator positions were reviewed. Discussion was held on the posting timeline.

Motion by Schmidt and seconded by O'Neill to approve advertising for DPW Mechanic & DPW/WWTP Operator positions with applications due by Friday, October 30, 2026. Motion carried 3/0.

Closed Session:

Motion by Schmidt and seconded by O'Neill 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 candidates for DPW Director.

Motion carried 3/0.

CLOSED SESSION 8:47 a.m. – 9:24 a.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 Personnel meeting was scheduled for Friday, September 25 or October 2, 2026 at 2:45 p.m.

Motion by Schmidt and seconded by Warren to adjourn at 9:25 a.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer