



CITY OF MINERAL POINT

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MINERAL POINT, WI 53565
608-987-2361

MINUTES

CITY OF MINERAL POINT PERSONNEL COMMITTEE MEETING Wednesday, October 30, 2024, 12:00 PM City Hall Community Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chair Burrows at 12:01pm.

Keith Burrows, Chair	Present
Chuck Allendorf	Excused
Mike Christensen	Present
Others Present: City Administrator Matthew Honer, Clerk-Treasurer Christy Skelding, Attorney Eric Hagen	

APPROVAL OF MINUTES – SEPTEMBER 16, 2024 MEETING

Motion (Burrows/Christensen) to approve minutes from the August 15, 2024 Personnel Committee meeting. Motion carried, all voting aye (2-0).

DISCUSSION AND POSSIBLE ACTION ON THE PERFORMANCE EVALUATION PROCESS

Administrator Honer stated that last year for performance evaluations, he met with all department heads and provided them with a standard performance evaluation. Department heads completed the evaluation and sent back to the Administrator, then met in person with the Administrator. Honer also asked the department heads to meet with their staff to complete a performance evaluation.

Chair Burrows asked to see a copy of the performance evaluation that was used last year.

Alder Christensen stated that he has found helpful to include the job description in with the evaluation to help better evaluate.

Administrator Honer will share the current evaluation form with the Personnel Committee and perhaps schedule another meeting to discuss any changes they'd like to see made to the form.

The committee discussed a 3% Cost of Living Adjustment and a 1% performance-based employee raise.

Motion (Burrows/Christensen) to proceed with the process as described, including performance-based pay raises of up to 1% and 3% COLA. Motion carried, all voting aye (2-0).

MOTION TO CONVENE IN CLOSED SESSION VIA ROLL CALL VOTE PURSUANT TO WIS. STATS. §19.85(1)(e) TO DISCUSS NEGOTIATIONS AND CONTRACT WITH WPPA/MPPA

Motion (Christensen/Burrows) to convene in closed session. Motion carried by roll call, all voting aye (2-0).

ADJOURN.

Motion (Burrows/Christensen) to adjourn at 1:06 PM. Motion carried, all voting aye (2-0).

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov