



CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

AGENDA

CITY OF MINERAL POINT PERSONNEL COMMITTEE MEETING

Monday, December 9, 2024, 2:00 PM

City Hall Community Room

1. Call to Order, Roll Call, and Confirmation of Compliance with the Open Meetings Law.
2. Approval of October 30, 2024 Minutes.
3. Discussion and possible action on Christmas and New Year's Holiday schedule.
4. Discussion of the Police Chief's Employment Contract.
5. Discussion of the City Administrator's Employment Contract.
6. Motion to convene in Closed Session via roll call vote pursuant to Wis. Stats. §19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Employee Performance Evaluations and Police and City Administrator Contracts), and §19.85(1)(e) deliberating or negotiating whenever competitive or bargaining reasons require a closed session (WPPA Contract Negotiations).
7. Motion to convene in Closed Session via roll call vote pursuant to Wis. Stats. §19.85(1)(e) and §19.85(1)(e).
8. Convene in Closed Session.
9. The Personnel Committee may reconvene in Open Session to act upon any matter properly discussed in Closed Session.
10. Adjourn.

Agenda Posted and Distributed: Tuesday, November 26, 2024.

Reasonable accommodations for participation in this meeting by persons with disabilities, as defined by the Americans with Disabilities Act, will be made upon request and if feasible. Please contact the City Clerk's office (608-987-2361) at least 24 hours prior to the scheduled meeting so that necessary accommodations can be provided.

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

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



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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).

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Staff Report

Mineral Point, Wisconsin

12/9/2024

☐ New Business ☒ Unfinished Business ☐ Reports
☐ Closed Session ☐ Ordinance/Resolution

Meeting: Personnel Committee

Department Reporting: Administration

Submitted by: Matthew Honer

ISSUE: Discussion and possible action on Christmas and New Year's Holiday schedule.

BACKGROUND/ANALYSIS:

In January, the Personnel Committee discussed updating the Christmas and New Year's holiday schedule. It was discussed that: 1. Employees often take full days' vacation on Christmas Eve, 2. a poll of other communities identified that it is more common among the responding communities to have a full-paid holiday on Christmas Eve and New Year's Eve not be considered a holiday, and 3. It is more common for tax payments to be made on New Year's Eve rather than Christmas Eve. No formal action was taken in January as it was going to be considered as part of the employee handbook update. The handbook update is currently in process but not ready to be considered before the end of the year.

Christy polled all non-represented employees in October. Most employees had no preference for changing the holiday schedule. Four employees preferred full days on Christmas Eve as opposed to a full day on New Year's Eve. One employee preferred to keep it the same. One employee preferred a full day on Christmas Eve and a full day on New Year's Eve. Two employees did not respond.

RECOMMENDATION: Recommend Council adopt a recommendation to change the 2024 Holiday Schedule for a full-day Holiday on Christmas Eve and remove the half-day holiday on New Year's Eve.

FISCAL IMPACT: N/A

ATTACHMENTS: