



Mineral Point, Wisconsin

CITY OF MINERAL POINT

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

AGENDA

CITY OF MINERAL POINT PERSONNEL COMMITTEE MEETING Friday, January 31, 2025, 2:00 PM City Hall Community Room and via Microsoft Teams Online

1. Call to Order, Roll Call, and Confirmation of Compliance with the Open Meetings Law.
2. Approval of January 13, 2025 and January 23, 2025 Minutes.
3. Discussion and consideration of hiring part-time officers. **Action:** *Recommendation to Council for approval.*
4. 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 (City Administrator Evaluation and Contract).
5. Convene in Closed Session.
6. The Personnel Committee may reconvene in Open Session to act upon any matter properly discussed in Closed Session.
7. Adjourn.

[Join the meeting now](#) Meeting ID: 226 646 054 97 Passcode: Jq34B5kV

Dial in by phone [+1 872-256-4172,,219139007#](#) Phone conference ID: 219 139 007#

Agenda Posted and Distributed: Thursday, January 30, 2025

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 Monday, January 13, 2025, 6:45 AM City Hall Community Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chair Burrows at 2:30pm.

Keith Burrows, Chair	Present
Chuck Allendorf	Present (online)
Mike Christensen	Present
Others Present: Mayor Danny Clark, City Administrator Matthew Honer.	

APPROVAL OF DECEMBER 16, 2024 MINUTES

Motion (Allendorf/Christensen) to approve minutes from the December 16, 2024 Personnel Committee meeting. Motion carried, all voting aye (3-0).

MOTION TO CONVENE IN CLOSED SESSION VIA ROLL CALL VOTE PURSUANT TO WIS. STATS. §19.85(1)(b) FOR CONSIDERATION OF DISMISSAL, DEMOTION, OR DISCIPLINE OF A PUBLIC EMPLOYEE.

Motion (Christensen/Allendorf) to convene in closed session at 6:46 a.m. Motion carried by roll call, all voting aye (3-0).

ADJOURN.

Motion (Allendorf/Christiansen) to adjourn at 7:08 PM. Motion carried, all voting aye (3-0).

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MINUTES

CITY OF MINERAL POINT PERSONNEL COMMITTEE MEETING

Thursday, January 23, 2025, 1:30 PM
City Hall Community Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chair Burrows at 1:31 p.m.

Keith Burrows, Chair	Present
Chuck Allendorf	Present (Online)
Mike Christensen	Present
Others Present: City Administrator Matthew Honer.	

APPROVAL OF JANUARY 13, 2025 MINUTES

NO action was taken due to the incorrect minutes being sent out.

DISCUSSION OF EMPLOYEE HANDBOOK/PERSONNEL POLICY UPDATES.

Committee discussed the changing the vacation benefit to increase vacation time for new employees, adding a boot allowance each year for public works employees, and better defining the process for performance evaluation so that it is more clear to employees and the personnel committee in the future.

Administrator Honer stated that the handbook/personnel policy is currently being looked at by the City attorney. Following his review additional edits will be made and it will be sent out to City employees for their review ahead of final approval by Council. Honer stated that he would really like to see the Council take action at their March meeting.

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 PROMOTION AND CITY ADMINISTRATOR EVALUATION AND CONTRACT).

ADJOURN.

Motion (Allendorf/Christiansen) to adjourn at 2:33 PM. Motion carried, all voting aye (3-0).

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