



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, March 7, 2025, 1:00 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 31, 2025 minutes.
3. Discussion and consideration of Chapter 31 of the Municipal Ordinance. **Action:** *Recommendation to Ordinance Committee for review.*
4. Discussion and Consideration of Draft Resolution Amending City of Mineral Point Employee Vacation Schedules.
5. 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 (Streets Foreman Position).
6. Convene in Closed Session.
7. The Personnel Committee may reconvene in Open Session to act upon any matter properly discussed in Closed Session.
8. Adjourn.

[Join the meeting now](#), Meeting ID: 293 110 644 155, Passcode: Eg62Qy2J

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Agenda Posted and Distributed: Friday, February 28, 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

Friday, January 31, 2025, 2:00 PM

City Hall Community Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chair Burrows at 2:00 p.m.

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

APPROVAL OF JANUARY 13, 2025 AND JANUARY 23, 2025 MINUTES

Motion (Allendorf/Christensen) to approve the minutes, with amendments, from the January 13, 2025 and January 23, 2025 meetings. Motion carried, all voting aye (3-0).

DISCUSSION AND CONSIDERATION OF HIRING PART-TIME OFFICERS

There are two applicants interested in a Part-Time Officer position. Applications were forwarded to committee members.

Motion (Allendorf/Christensen) to recommend Council approval of hiring a part-time officer. Motion carried, all voting aye (3-0).

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).

Motion (Allendorf/Christensen) to convene in closed session at 2:05 p.m. Motion carried by roll call, all voting aye (3-0).

ADJOURN.

Motion (Burrows/Allendorf) to adjourn at 2:26 PM. Motion carried, all voting aye (3-0).

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CHAPTER 31: CITY OFFICIALS

Section

31.01 Elected officials

31.02 Appointed officials

31.03 Salaries and compensation

31.04 Salaries, wages and fringe benefits

31.05 CITY ADMINISTRATOR

§ 31.01 ELECTED OFFICIALS.

The Mayor shall be elected at the regular city election in even-numbered years for a term of 2 years. One Alderperson shall be elected annually at the regular city election from each Aldermanic District for a term of 2 years. (1989 Code, § 1.03) (Am. Ord. 327, passed - -)

§ 31.02 APPOINTED OFFICIALS.

The appointed officials, the method of selection and the terms of office shall be as follows:

Official	How Appointed	Term
Administrative Assistant Clerk-Treasurer	By 3/4 vote of Council	Indefinite
Assessor	Mayor, subj. to approval by Council	2 years
Building Inspector and Zoning Administrator	Mayor, subj. to approval by Council	1 year
City Administrator	By 3/4 vote of Council	Indefinite
City Administrator/Clerk-Treasurer	By 3/4 vote of Council	Indefinite
City Administrator	Majority of Council	Indefinite
City Attorney	Mayor, subj. to approval by Council	2 years
City Forester	Mayor, subj. to approval by Council	1 year
Clerk-Treasurer	By 3/4 vote of Council	Indefinite
Deputy Water and Sewer Superintendent	Mayor, subj. to approval by Council	1 year
Fire Chief	Mayor, subj. to approval by Council, upon recommendation of Fire Dept.	1 year
Police Chief	Mayor, subj. to approval by Council	1 year
Street Foreperson	Mayor, subj. to approval by Council	1 year
Water and Sewer Superintendent	By 3/4 vote of Council	Indefinite

(1989 Code, § 1.04) (Am. Ord. 434, passed - -)

§ 31.03 SALARIES AND COMPENSATION.

(A) Officers and employees shall be paid salaries and compensation as shall be determined by the Council from time to time, except that the salary of an elected official shall not be increased during his or her term of office. (1989 Code, § 1.05)

(B) Members of the Board of Review receive compensation in an amount to be determined by the Council per day for actual attendance. (Am. Ord. 474, passed 5-1-1990)

§ 31.04 SALARIES, WAGES AND FRINGE BENEFITS.

(A) *Salaries and wages.* The compensation paid to all elected and appointed officials and employees shall be determined at such times and in such manner as the Common Council shall deem necessary.

~~(B) *Vacation.*~~

Commented [EH1]: Ordinance 741. 4/7/2010.

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Commented [EH2]: Ordinance 742. 4/7/2010. Consolidated the City Administrator and Clerk-Treasurer position.

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Commented [EH3]: Ordinance 803. 5/22/2019.

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(1) All full-time city officials or employees shall be entitled to paid vacations in accordance with the following schedule:

1 year to 2 years	1 week
3 years to 4 years	2 weeks
5 years or more	3 weeks

(2) Each full-time official or employee must take the vacation time within the year it accrues, or lose all rights thereto, and the vacation may be taken as a unit at 1 time, or divided into units of not less than 1 week. The City Clerk Treasurer must be notified by each official or employee of his or her intent to take vacation time at least 10 days prior to the commencement of the vacation.

~~(C) Holidays.~~

(1) Each full-time official or employee with 30 days of prior continuous employment shall be entitled to 7 1/2 days of paid legal holidays in each year, as follows:

New Year's Day 1 day
Good Friday afternoon 1/2 day
Memorial Day 1 day
Independence Day 1 day
Labor Day 1 day
Veterans' Day 1 day
Thanksgiving Day 1 day
Christmas Day 1 day

(2) When the holiday occurs on a Saturday, the preceding workday shall be observed as a holiday. If a holiday falls on a Sunday, the next scheduled workday shall be observed as the holiday.

~~(D) Sick leave.~~

(1) Each full-time official or employee of the city shall be entitled to sick leave accumulated at the rate of 1/2 day per month, or 6 days per year. The maximum sick leave to be accumulated is limited to 30 days. The sick leave allowed to any employee shall be certified by the immediate superior of the employee, or by a medical certificate of the attending physician.

(2) Any full-time official or employee who has been in prior continuous employment of the city for 1 year shall, upon terminating his or her employment, be paid for 1/2 of the total accumulated sick leave within 30 days following the termination of his or her employment.
(1989 Code, § 1.08)

§ 31.05 CITY ADMINISTRATOR

(A) *Purpose.* In order to provide the City of Mineral Point with a more efficient, effective and responsible government under a system of a part-time mayor and part-time common council (hereinafter referred to as "council") at a time when city government is becoming increasingly complex, there is hereby created the Office of City Administrator for the City of Mineral Point (hereinafter referred to as "administrator").

(B) *Appointment, Term of Office and Removal.* The administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the council. For the purpose of selecting the administrator, the members of the council each shall cast one vote. The administrator shall hold office for an indefinite term subject to

removal at any time by a majority vote of the council members present at the meeting at meeting at which such action is taken. This section, however, shall not preclude the council from establishing other employment terms and conditions not inconsistent with the provisions of the Municipal Code of the City of Mineral Point.

Commented [EH4]: Typo.

(C) *Functions and Duties of the Administrator.* The administrator, subject to the limitations defined in resolutions and ordinances of the City of Mineral Point and Wisconsin State Statutes, shall be the chief administrative officer of the city, responsible only to the mayor and the council for the proper administration of the business affairs of the city, pursuant to the statutes of the State of Wisconsin, the ordinances of the City of Mineral Point, and the resolutions and directives of the council, with duties specified in the City Administrator Position Description.

Commented [EH5]: Ordinance 803. 5/22/2019.

RESOLUTION NO. 2025 - XX

RESOLUTION AMENDING THE VACATION SCHEDULE FOR CITY OF MINERAL POINT EMPLOYEES.

WHEREAS, the Common Council of the City of Mineral Point, Iowa County, Wisconsin (the "City") provides paid vacation benefit to qualified full-time employees; and

WHEREAS, the City of Mineral Point seeks to attract and retain qualified employees; and

WHEREAS, the City of Mineral Point desires to offer a desirable work environment and benefit package to its employees; and

WHEREAS, the City had recently provided employees with credit for years of service upon their hire as conditions of the employee for employment, due to the inadequacy of the existing vacation schedule; and

WHEREAS, the Personnel Committee reviewed the existing vacation schedule and options for amending it on January 23 and March 7, 2025, and has determined that it is in the best interest of the City to amend the existing vacation schedule offered to qualified full-time employees;

NOW, THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MINERAL POINT, IOWA COUNTY, WISCONSIN, AS FOLLOWS;

1. The City of Mineral Point Employee Handbook will be amended to offer the following vacation schedule:

Start after June 30	40 hours
Start before July 1	80 hours
After 1 year	120 hours
After 5 years	160 hours
After 10 years	200 hours

2. All employees currently employed as of March 11, 2025, will receive vacation as the amended schedule determines according to the actual duration of employment, removing credit of previous service for vacation.

Adopted and approved this 11th day of March 2025.

Danny Clark, Mayor

ATTEST:

Christy Skelding, City Clerk

It was moved by _____ and seconded by _____ that the foregoing resolution be adopted.

The following voted Aye: _____

The following voted No: _____

The Mayor declared the resolution adopted.