



Mineral Point, Wisconsin

# CITY OF MINERAL POINT

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

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## MINUTES

### **CITY OF MINERAL POINT PERSONNEL COMMITTEE MEETING**

**Thursday, April 2, 2026, 5:00 PM**

**City Hall Community Room**

#### **CALL TO ORDER/ROLL CALL**

The meeting was called to order by Chair Burrows at 5:06 p.m.

|                                                                                    |         |
|------------------------------------------------------------------------------------|---------|
| Keith Burrows, Chair                                                               | Present |
| Chuck Allendorf                                                                    | Excused |
| Chris Goodney                                                                      | Present |
| Others Present: City Administrator Matthew Honer, Clerk-Treasurer Christy Skelding |         |

#### **APPROVAL OF MARCH 5, 2026 MINUTES**

**Motion (Goodney/Burrows) to approve the minutes from the January 15, 2026 meeting. Motion carried, all voting aye (2-0).**

#### **CONSIDERATION OF PARKS AND POOL SUMMER EMPLOYMENT.**

Administrator Honer shared proposed staffing for seasonal employment and is requesting authorization for the City Administrator and City Clerk to hire seasonal lifeguards and park staff.

**Motion (Burrows/Goodney) to recommend Council approval of authorizing the City Administrator and the City Clerk to hire seasonal park staff and lifeguards for the 2026 season. Motion carried, all voting aye (2-0).**

#### **DISCUSSION AND CONSIDERATION OF DRAFT PERSONNEL POLICY.**

At the Personnel Committee meeting held on March 5, 2026, the committee discussed the draft Personnel Policy.

The suggested changes/clarifications to the policy include clarifying Water and Sewer employees weekend work in regards to overtime, removing Friday before Easter as a Holiday and adding 8 hours to personal time for employees, removing language regarding accrual for newly hired employees and having this be negotiated upfront, clarifying call-in pay for holidays to be compensated at two times the normal rate, adding language to the cell phone policy, adding uniform/clothing/footwear allowance for certain employee groups, and requiring that all vacation requested to be used in the last month of service is required to be approved by the Department Head and City Administrator.

Other items that have changed are clarifications that were made as identified over time, and a sick leave donation policy was created.

**Motion (Burrows/Goodney) to recommend Council approval of the draft Personnel Policy, with the changes discussed. Motion carried, all voting aye (2-0).**

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## **OFFICE OF THE CITY CLERK-TREASURER**

Mayor – Danny Clark

City Administrator | Matthew Honer | [administrator@cityofmineralpointwi.gov](mailto:administrator@cityofmineralpointwi.gov)

City Clerk-Treasurer | Christy Skelding | [cityclerk@cityofmineralpointwi.gov](mailto:cityclerk@cityofmineralpointwi.gov)



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**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 DEPT. EMPLOYEES).**

Motion (Goodney/Burrows) to convene in closed session at 5:36 p.m. Motion carried via roll call, all voting aye.

Motion (Burrows/Goodney) to recommend Council approval of the updated employment agreement for Streets Foreman Chad Whitford. Motion carried, all voting aye (2-0).

**ADJOURN.**

Motion (Burrows/Goodney) to adjourn at 5:49 PM. Motion carried, all voting aye (2-0).

DRAFT

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