

**PERSONNEL COMMITTEE MEETING
CITY OF WISCONSIN DELLS
MAY 27, 2020**

Mayor Wojnicz called the meeting to order at 4:00PM. Notice of the meeting was provided to the *Dells Events*, WNNO Radio, and posted in accordance with State Statutes.

1. Members Present: Mayor Ed Wojnicz, Ald. Dan Anchor, Ald. Jesse DeFosse and Ald. Terry Marshall

Others: Ald. Brian Holzem, Ald. Ben Anderson, City Clerk/Coordinator Nancy Holzem, City Treasurer Karen Terry, Public Works & Utilities Director David Holzem, and City Attorney Joseph Hasler

2. Motion by Ald. Marshall seconded by Ald. DeFosse to approve the May 18, 2020 meeting minutes. Motion carried unanimously.
3. Motion by Ald. Marshall seconded by Ald. Anchor to convene into **Closed Session** pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation, and/or performance data of any public employee which the governing has jurisdiction or exercises responsibility over. Upon roll call vote the motion carried 4-0.
4. Motion by Ald. DeFosse seconded by Ald. Anchor to reconvene into **Open Session**. Upon roll call vote the motion carried 4-0.

Motion by Ald. Anchor seconded by Ald. DeFosse to approve the following:

- Changing the City Clerk/Administrative Coordinator position to a City Clerk/Treasurer position along with the job description updates.
- Changing the City Treasurer position to an Administrative Coordinator/Finance Director position along with the job description updates.
- Updates to the Director of Public Works job description.
- Updates to the Custodian/Building & Grounds Maintenance job description
- Posting a Custodian/Building & Ground Maintenance position at \$18-\$23 per hour.
- Posting a Director of Public Works position, salary commensurate with qualifications and experience.
- Posting a Clerk/Treasurer position, salary commensurate with qualifications and experience.

Motion carried unanimously.

5. Next meeting was scheduled for Monday, June 8, 2020 at 6:15pm.
6. Motion by Ald. Anchor seconded by Ald. DeFosse to adjourn. Motion carried unanimously and the meeting adjourned at 5:40pm.

Nancy Holzem
City Clerk/Coordinator