

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
JUNE 6, 2024**

**PER20240606-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Thursday, June 6, 2024, at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, lower level, Room 1.

The meeting was called to order at 7:13 p.m. by Council President Kristin Burkart.

Roll Call: Present - Council Members Kristin Burkart, Kristian Lindo, Robert Simpson

Also Present - City Administrator Mikko Hilvo, Deputy City Clerk Jessica Campolo, Fire Chief Jeff Vahsholtz

STATEMENT OF PUBLIC NOTICE

Deputy City Clerk Jessica Campolo verified that notice of this meeting was provided to the public in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the minutes of the February 12, 2024 Personnel Committee meeting. Motion carried without a negative vote.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON REVISED PERSONNEL MANUAL

City Administrator Hilvo went over updates made to the Personnel Manual. Many of the updates relate to the addition of full-time firefighters and paramedics. Various edits were suggested.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the Personnel Manual with the edits that were discussed. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON POLICY AD-12 BACKGROUND CHECKS

City Administrator Hilvo discussed Policy AD-12 Background Checks.

Motion made by Council Member Burkart, seconded by Council Member Simpson, to approve the edits to Policy AD-12 Background Checks. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON POLICY FD-1.30 FIRE DEPARTMENT FULL TIME EMPLOYEE RULES AND REGULATIONS

Fire Chief Vahsholtz spoke about Policy FD-1.30 Fire Department Full Time Employee Rules and Regulations. He explained that the policy was put together by Finance Director Kelly Livingston, City Administrator Mikko Hilvo, and himself.

Motion made by Council Member Simpson, seconded by Council Member Lindo, to approve Policy FD-1.30 Fire Department Full-time Employee Rules and Regulations. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON REVIEW AND CERTIFICATION OF CODE OF ETHICS

Committee members confirmed that they read and acknowledge the City Code of Ethics.

ADJOURN TO CLOSED SESSION

Motion made by Council Member Lindo, seconded by Council Member Simpson, to adjourn to closed session at 8:03 p.m. pursuant to State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More specifically discussed was full-time Fire Chief salary and benefit package. Motion carried on a roll call vote with Council Members Burkart, Lindo, and Simpson voting aye.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 8:11 p.m.

DISCUSSION AND POSSIBLE ACTION ON CHANGE IN STATUS OF THE FIRE CHIEF FROM PART-TIME TO FULL-TIME AND DISCUSSION AND POSSIBLE ACTION ON SALARY AND BENEFITS FOR FIRE CHIEF

Motion made by Council Member Simpson, seconded by Council Member Burkart, to follow the City Administrator's recommendation to hire Jeffrey Vahsholtz from a part-time position to a full-time position as Fire Chief, with salary and benefits as recommended. Motion carried without a negative vote.

DISCUSS NEXT MEETING DATE

The committee will meet as needed. No future meeting dates were determined.

ADJOURNMENT

Motion made by Council Member Burkart, seconded by Council Member Lindo, to adjourn the meeting at 8:13 p.m. Motion carried without a negative vote.

Jessica Campolo
Deputy City Clerk