



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
PERSONNEL COMMITTEE MEETING  
MONDAY, November 17, 2025, AT 8:00 A.M.  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Lower Level Conference Room**

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**AGENDA**

- 1. Roll Call**
- 2. Approve Minutes of Previous Meeting**
- 3. Retiree benefits follow up**
- 4. Benefit Renewal Update**
- 5. Admin Staffing Audit (support staff)**
- 6. Class & Comp Update**
- 7. Update from City Administrator**
- 8. Chairman's Business**
- 9. Member's Business**
- 10. Next meeting date**
- 11. Public Comments/Appearances**
- 12. Adjournment**

Committee Members: Alderpersons – Paul Neumyer, Jonathan Pleitner, Deborah Postl

Staff Liaisons: Robin Peña, Melissa Gossett

***Special Accommodations:** Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or [cityclerk@portwashingtonwi.gov](mailto:cityclerk@portwashingtonwi.gov) at least one (1) business day prior to the meeting.*

***Notice of Possible Quorum:** Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [*State ex rel. Badke vs. Greendale Village Board*, 173 Wis. 2d 553 (1993).]*



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
PERSONNEL COMMITTEE MEETING  
MONDAY, August 25, 2025, AT 4:00 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Lower Level Conference Room

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**MINUTES**

1. **Roll Call-** The Personnel Committee was called to order at 4:00 p.m. by Chairperson Pleitner. Members present were Alderpersons Jonathan Pleitner, Paul Neumyer and Deborah Postl. Also present were City Administration Melissa Gossett by phone, Director of Administration/City Clerk Susan Westerbeke, Human Resources Director Robin Peña.
2. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Consideration and Possible Action on Changes to the Organizational Structure of the Water and Wastewater Superintendent Positions-** The Human Resources Director reviewed the applications received for the Wastewater Superintendent position. The Director of Public Works Rob Vanden Noven was present to report on the current positions and the proposal to combine both positions. The recommendation is to hire Dan Fisher at Water Utility/Wastewater Utility Superintendent as he has obtained his preliminary wastewater certification and will be completing the full certification, which will take a year. This position will report to the Director of Public Works. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO CHANGE THE ORGANIZATIONAL STRUCTURE OF THE WATER AND WASTEWATER UTILITY SUPERINTENDENT POSITIONS COMBINING THEM AS PRESENTED. Motion carried unanimously.
4. **Hiring SOP update-** The Human Resources Director reviewed the processes for employee separation, replacement and onboarding. Discussion was held and this process will be further refined by the HR Director and another update given at a future meeting.
5. **Chairman's Business-** None.
6. **Member's Business-** None.
7. **Next meeting date-** To be determined.
8. **Public Comments/Appearances-** None.
9. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 4:25 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, Director of Administration/City Clerk