

**CITY OF CEDARBURG  
PERSONNEL COMMITTEE  
FEBRUARY 12, 2024**

**PER20240212-1  
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Monday, February 12, 2024 online utilizing the Zoom app. The meeting was called to order at 1:17 p.m. by Council President Kristin Burkart.

Roll Call: Present - Council Members Kristin Burkart (Chair), Melissa Bitter, Robert Simpson

Also Present - City Administrator Mikko Hilvo, Finance Director/Treasurer Kelly Livingston, Council Member Patricia Thome

**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 Bitter, to approve the minutes of the August 24, 2023 Personnel Committee meeting. Motion carried without a negative vote.

**NEW BUSINESS**

**DISCUSSION AND POSSIBLE ACTION ON A CHANGE TO THE CITY PLANNER POSITION  
TITLE AND JOB RESPONSIBILITIES**

A discussion was held regarding the City Planner position, specifically the economic development portion of the job description. It was agreed upon that economic development be a coordinated effort with the City Administrator. City Administrator Hilvo will edit the City Planner job description to reflect this. No action was taken.

**DISCUSSION AND POSSIBLE ACTION ON REVISED PERSONNEL MANUAL**

City Administrator Hilvo highlighted revisions made to the Personnel Manual. No action was taken.

**DISCUSS NEXT MEETING DATE**

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

**ADJOURNMENT**

A motion was made by Council Member Burkart, seconded by Council Member Bitter, to adjourn the meeting at 2:11 p.m. Motion carried without a negative vote.

**PERSONNEL COMMITTEE**  
**February 12, 2024**

**PER20240212-2**  
**UNAPPROVED**

Jessica Campolo  
Deputy City Clerk