



PERSONNEL COMMITTEE AGENDA

MAY 6, 2026

5:00 PM

MUNICIPAL BUILDING

800 BORNER ST

PRESCOTT, WI 54021

1. Call to Order
2. Roll Call
3. Approval of the Personnel Committee Minutes from February 25, 2026
4. Discussion on Possible K9 Memorandum of Understanding
5. Compensatory Time Policy Review of Other Community Policies
6. Review of Public Works Director Job Description
7. Review of Proposed Artificial Intelligence (AI) Use Policy for Employee Handbook
8. Other Business
 - a. Update on SRO Agreement with School District
9. Adjourn

Next Meeting: August 5, 2026, at 5:00 PM

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

IT IS POSSIBLE THAT A QUORUM OF THE COMMON COUNCIL OR OTHER CITY COMMITTEES MAY BE PRESENT AT THIS MEETING. THIS IS INCIDENTAL AND NO ACTION WILL BE TAKEN BY THE COUNCIL OR ANY OTHER COMMITTEES



**CITY OF PRESCOTT, WISCONSIN
FEBRUARY 25, 2026, PERSONNEL COMMITTEE MEETING MINUTES**

Pursuant to due call and notice thereof, a Personnel Committee Meeting was held, February 25, 2026, Municipal Building, 800 Borner Street, Prescott, WI 54021.

Call to Order: Committee Chair Otwell called the meeting to order at 5:05 p.m. Members present were Council Members Maureen Otwell, Dar Hintz and Adam Granquist. Also present were City Administrator Matt Wolf and City Treasurer/HR Beth Lansing.

1. Approval of the Personnel Committee Minutes from August 6, 2025

Committee Member Hintz motioned to approve the Personnel Committee Minutes from August 6, 2025; Committee Member Granquist seconded; motion passed unanimously (3-to-0).

2. Discussion on SRO Agreement with the Prescott School District

The Committee reviewed the current agreement between the School District and the City of Prescott for the School Resource Officer. Due to the contract being a flat payment the City is increasingly picking up a larger portion of the SRO costs. The Committee discussed reopening the contract for negotiations to:

- Request the School District's annual payment increase by \$10,287, to more accurately reflect the wage costs associated with providing SRO services; and
- Include a provision that adjusts the School District's annual payment based on the COLA increases included in the Prescott Police Union contract, ensuring the agreement remains equitable over time.

The City would continue to cover all costs related to summer schooling and cover the SRO's full benefits.

Committee Member Hintz made a motion to allow staff to begin negotiations with the Prescott School District to update the School Resource Officer agreement; Committee Member Granquist seconded; motion passed unanimously (3-to-0).

3. Compensatory Time Policy Addition to Prescott Employee Handbook

City Treasurer Lansing reviewed the City's current compensatory time policy for Public Works. The Committee requested that staff look into how other communities handle their compensatory time and bring back the results for further discussions.

Committee Member Hintz tabled the discussion on the Compensatory Time Policy until staff can bring back the results of their review of other communities; Committee Member Granquist seconded; motion passed unanimously (3-to-0).

4. Public Works Organizational Study Review

City Administrator Wolf gave an overview of the draft version of the Public Works Organizational Study that was completed in February of 2026. The Committee discussed the report and overall had no changes.

Committee Member Granquist made a motion to present the report to the Public Works Department staff before bringing it to Council for formal approval; Committee Member Hintz seconded; motion passed unanimously (3-to-0).

5. Other Business

The Committee discussed establishing guidelines for the use of artificial intelligence (AI) in the workplace. The Committee directed staff to develop a set of guidelines that could be reviewed and potentially incorporated into the Employee Handbook. The guidelines should include policies that prohibit the use of names or personal information when using AI tools. The Committee emphasized that the goal of the guidelines is not to restrict the use of AI in the workplace, but rather to establish clear parameters for its appropriate and responsible use. Staff will develop a policy for review at the next Personnel Committee meeting.

6. Adjournment

Motion made by Committee Member Granquist to adjourn the meeting at 6:27; Hintz seconded; motion passed unanimously. (3-to-0)

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Matthew J. Wolf", is written over a light blue rectangular background.

Matthew J. Wolf
City Administrator



To: Personnel Committee
From: Matt Wolf, City Administrator
Date: April 30, 2026
Subject: Discussion on Memorandum of Understanding with K9 Foundation

Background

In July 2025, former K-9 Officer Caesar retired from active duty with the Prescott Police Department due to an unforeseen medical condition that rendered him unable to continue service.

In January 2026, the City approved a Memorandum of Understanding with the Prescott Professional Police Association to repurpose the vacant K-9 position into an Investigator position. Due to evolving operational needs and increasing investigative workload, Police Department Leadership determined that prioritizing an Investigator position was more appropriate than immediately replacing the K-9 unit.

Discussion

With the K-9 position currently unfilled, the Prescott K-9 Project retains approximately \$30,000 in remaining funds that were originally intended to support the K-9 program. The organization is seeking direction on how these funds should be utilized.

Based on discussions with Police Department leadership, there is potential that a future additional officer position could be designated as a K-9 officer. However, this would be contingent upon:

- The City adding an additional officer position, which would require City Council approval;
- Continued community growth to support expanded staffing (estimated timeline of 2–4 years or longer); and
- Establishing a formal Memorandum of Understanding (MOU) between the City and the Prescott K-9 Project/Foundation, if it remains active.

Such an MOU would clarify expectations regarding:

- Use and oversight of funds;
- Ownership of equipment;
- Roles and responsibilities; and
- Procedures in the event the K-9 program is paused or discontinued.

Staff also note that, long-term, the City would need to be prepared to fully fund the K-9 program. Reliance solely on the K-9 Project for ongoing financial support is not considered sustainable.

Estimated Costs

Based on prior experience with K-9 Officer Caesar, the estimated costs for reestablishing a K-9 program are as follows:

- Capital Costs: Approximately \$100,000 to \$120,000
 - Primarily driven by the purchase and outfitting of a new K-9 vehicle (as the current vehicle would likely be out of service by that time)
 - The existing \$30,000 in K-9 Project funds could help offset these initial costs
- Annual Operating Costs: Approximately \$10,000 to \$15,000
 - Includes veterinary care, training, equipment replacement, and related expenses

Officer salary costs are not significantly impacted by whether the position is designated as a K-9 officer, as the position would only be created when the City is prepared to hire an additional officer regardless of assignment.

If the City chooses to enter into an MOU with the Prescott K-9 Project, staff recommend:

- Establishing a term of approximately 8–10 years; and
- Including provisions that, if a K-9 program is not reestablished within that timeframe, the remaining funds would be returned to the K-9 Project or donated to another K-9 program at the Project's discretion.

Recommendation

1. Discuss whether the City of Prescott would like to pursue a Memorandum of Understanding with the Prescott K-9 Project regarding the future use of remaining funds



To: Personnel Committee

From: Beth Lansing, Treasurer

Date: 04/27/2026

Subject: Summary of other communities Public Works Compensatory policies

Background

At the February 25, 2026, Personnel Committee meeting, the City of Prescott's Compensatory Time Policy was discussed. During that discussion, the Committee requested a summary of compensatory time policies from comparable communities before adopting a Compensatory Time Policy into the Employee Handbook.

Staff contacted the eight communities included in the City's compensation survey done in 2022. Of those, six communities provided information regarding their compensatory time policies.

Discussion

The reviewed policies show a high level of consistency across communities in how compensatory time is structured and managed for public works employees. Key findings include:

- **Accrual Rate:** All responding communities provide compensatory time at time-and-one-half (1.5x) for non-exempt employees working overtime hours.
- **Maximum Accumulation:** Most communities cap compensatory time accrual between 40 and 60 hours, with 60 hours being the most common threshold.
- **Usage Requirements:** The majority of communities require compensatory time to be used within a defined period, most commonly within the same calendar year, with limited or no carryover permitted.
- **Payout Provisions:** Once the maximum accrual is reached, additional overtime is typically paid out. Unused balances are often paid out at year-end or upon separation from employment.
- **Eligibility:** Compensatory time is generally limited to non-exempt (hourly) employees, and policies are often governed by union agreements where applicable.

The City of Prescott's policy aligns closely with these practices, particularly in limiting accruals and requiring timely use or payout.

A comparison chart of the responding communities' policies are below for reference.

Community	Accrual Rate	Max Accumulation	Use Requirement / Carryover	Payout Rules	Eligibility	Notes
Prescott	1.5x	40 hours/year	Can carry over up to 40 hours	Paid out at separation; OT paid after cap	Public Works (hourly)	
Ellsworth	1.5x	60 OT hrs (90 hrs comp) per 6-month semester	Must use within same semester (6 months)	Paid out first pay period of next semester	Public Works (hourly)	Semester system vs calendar year
St. Paul Park	1.5x	Not clearly stated (implied limits)	No carryover into next calendar year	Can cash out during year; no year-end carryover	Union employees	Strong overtime distribution rules
Lake City	1.5x	60 hours/year	Must use within calendar year; no rollover	Overtime paid after cap reached	Hourly/non-exempt only	Very standard model
Bayport	1.5x	60 hours	Not specified (likely annual)	Overtime auto-paid once cap exceeded	Public Works union	Simple cap + payout structure
North Hudson	1.5x	40 hours/year	Can carry over up to 40 hours	Paid out at separation; OT paid after cap	Non-exempt employees	Lower cap than most

Recommendation

Review other communities' compensatory policies and decide whether to leave the City of Prescott's policy the same or adjust it.



To: Personnel Committee
From: Matt Wolf, City Administrator
Date: April 29, 2026
Subject: Public Works Director Job Description

Discussion

With the upcoming retirement of current Public Works Director Mike Kinneman. The first step is to develop a comprehensive job description outlining qualifications and expectations. Staff have completed a draft of the job description and are looking for the Personnel Committee's feedback.

Recommendation

1. Review the Public Works Director Job Description

Attachment

1. Public Works Director Job Description



POSITION TITLE: Public Works Director
REPORTS TO: City Administrator

JOB TYPE: Full Time
SALARY RANGE: \$84,926 - \$111,571

JOB OBJECTIVE

Under the direction of the City Administrator with policy input from the City Council, plan, organize, direct, and oversee the operations, programs, and personnel of the Public Works Department, including streets, parks, facilities, fleet, and utility systems (water, sanitary sewer, stormwater, and wastewater). Responsible for strategic planning, capital improvements, regulatory compliance, and ensuring efficient, safe, and cost-effective delivery of public infrastructure and services.

LICENSING/CERTIFICATION

Required:

1. Valid driver's license with acceptable driving record
2. Ability to obtain Wisconsin Waterworks and Wastewater Operator Certifications within two (2) years
3. Ability to obtain Commercial Driver's License (CDL) within six (6) months

Preferred:

1. Existing Wisconsin water and/or wastewater certifications
2. Relevant professional certifications in public works or engineering

ESSENTIAL JOB FUNCTIONS

Administration & Leadership

- Plan, organize, and direct all Public Works operations including streets, utilities, parks, facilities, and fleet management
- Provide leadership, supervision, and evaluation of full-time, part-time, and seasonal staff
- Establish departmental goals, policies, and procedures aligned with City priorities
- Participate in labor relations activities including employee development and discipline

Operations & Infrastructure

- Oversee maintenance, repair, and construction of streets, sidewalks, stormwater systems, and public facilities
- Direct utility operations including water distribution, wastewater collection/treatment, and stormwater management
- Supervise snow and ice control operations and emergency response activities
- Ensure proper maintenance of City vehicles, equipment, and municipal garage operations

- Oversee traffic control devices, signage, and pavement markings in compliance with applicable codes

Capital Planning & Project Management

- With assistance from Administration, develop and implement short- and long-term capital improvement plans
- Manage public works and utility construction projects including budgets, schedules, and contractor performance
- Coordinate with engineers, consultants, and regulatory agencies on infrastructure projects
- Evaluate infrastructure needs and recommend equipment, facility, and system improvements

Budgeting & Financial Management

- Along with Administration staff, prepare and administer departmental operating and capital budgets
- Monitor expenditures and ensure fiscal responsibility
- Assist in long-range financial planning for infrastructure and utilities

Regulatory Compliance & Safety

- Ensure compliance with federal, state, and local regulations related to public works and utilities
- Promote and enforce workplace safety programs and training
- Maintain compliance with environmental and public health standards

Customer Service & Public Engagement

- Respond to inquiries, concerns, and complaints from residents, businesses, and developers
- Provide technical information to the public in a clear and understandable manner
- Represent the department at public meetings, including City Council and committees

Coordination & Emergency Management

- Coordinate activities with other City departments, contractors, and outside agencies
- Serve as a member of the City's emergency operations team and respond to emergency situations
- Provide leadership during emergencies including weather events and infrastructure failures

General

- Attend meetings, prepare reports, and present recommendations to City officials
- Organize work, set priorities, and meet deadlines
- Perform other duties as assigned

MINIMUM REQUIREMENTS

- Bachelor's degree in civil engineering, business or public administration or a closely related field or seven years of related, progressively responsible professional experience in public works, utilities, or engineering.
- Minimum of five years of direct management/supervisory experience.
- Experience in public works operations, infrastructure systems, or municipal utilities
- Ability to obtain water treatment certification and wastewater treatment certification within two years.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public works systems including streets, utilities, fleet, and facilities
- Knowledge of construction methods, materials, and maintenance practices
- Knowledge of budgeting, capital planning, and asset management
- Ability to lead, supervise, and motivate staff
- Ability to manage multiple projects and priorities simultaneously
- Strong problem-solving and decision-making skills, particularly in emergency situations
- Ability to communicate effectively with elected officials, staff, and the public
- Ability to interpret and apply regulations, ordinances, and technical standards
- Proficiency in Microsoft Office, Adobe Acrobat, and other work-related software
- Ability to build collaborative relationships with internal and external stakeholders
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



To: Personnel Committee
From: Matt Wolf, City Administrator
Date: March 29, 2026
Subject: Artificial Intelligence Use Policy

Background

Artificial Intelligence (AI) tools are becoming increasingly common in workplace environments. Staff have already started using these tools to assist with drafting documents, summarizing information, and improving efficiency throughout the workplace.

Discussion

While AI offers clear benefits in productivity and service delivery, its use also presents potential risks if not properly managed. Without established guidelines, the City may face challenges related to data security, legal compliance, and consistency in work product.

Additionally, AI-generated content is not always accurate or reliable. Without clear expectations for review and accountability, there is a risk of incorrect or misleading information in official City communications.

Staff have developed a formal policy (see attached), with the goal to:

- Protect confidential and sensitive information
- Establish clear expectations for employee responsibility and oversight
- Promote consistent, ethical, and transparent use of AI
- Reduce organizational risk while allowing staff to benefit from increased efficiency

Recommendation

1. Review the Proposed Artificial Intelligence Use Policy and Offer Feedback

Attachment

1. Proposed Artificial Intelligence (AI) Use Policy for City Handbook

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Purpose: The purpose of this policy is to provide guidance for the appropriate, secure, and ethical use of Artificial Intelligence (AI) tools in the workplace. AI can improve efficiency and productivity, but it must be used responsibly and in alignment with City of Prescott standards.

Scope: This policy applies to all employees and volunteers who use AI tools in connection with their work for the City, whether on City-issued or personal devices.

Approved Use: Employees may use AI tools to assist with work tasks such as:

- Drafting documents, emails, or reports
- Summarizing information
- Brainstorming ideas or outlines
- Improving grammar, clarity, and formatting

All AI-generated content must be reviewed and verified by the employee before use or distribution.

Prohibited Use: Employees shall not use AI tools to:

- Input or share confidential, sensitive, or non-public information (including personnel data, financial records, legal matters, or protected data)
- Make official decisions without human review
- Generate content that is discriminatory, harassing, misleading, or inappropriate
- Circumvent established policies, procedures, or legal requirements
- Represent AI-generated content as final without review and accountability

Data Security and Privacy: Employees will not enter confidential or sensitive information into public AI platforms unless explicitly approved. Employees must comply with all applicable data privacy laws and City policies. When in doubt, assume information is not safe to share with AI tools.

Accuracy and Accountability: AI tools may produce incorrect or outdated information. Employees are responsible for verifying the accuracy, completeness, and appropriateness of all AI-assisted work. Final responsibility for all work products remains with the employee.

Intellectual Property: Employees must respect copyright, licensing, and intellectual property laws when using AI-generated content. Do not use AI to replicate proprietary materials or protected works without permission.

Compliance with Policies and Laws: Use of AI must comply with all existing City policies, including but not limited to:

- IT and cybersecurity policies
- Ethical standards and codes of conduct

Enforcement: Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.