

**PERSONNEL COMMITTEE  
COUNCIL ROOM, CITY HALL  
TUESDAY, FEBRUARY 17, 2026  
2:00 P.M.**

The Personnel Committee was called to order by Chair Barbara Petkovsek. On roll call: Council Members Barbara Petkovsek, William Neville IV, Rolly Gelhaus and Mayor Duane Poeschel present.

Also present: Director of Public Works/Utilities Luke Friemoth and City Clerk-Treasurer Rex R. Roehl.

Chair Petkovsek declared the minutes of the previous meeting approved as filed with the City Clerk.

There were no appearances.

Chair Petkovsek stated that the League of Wisconsin Municipalities has not completed review of the City's job descriptions.

Chair Petkovsek presented ordinance changes regarding the position changes affected by the transition to an Administrator/Director of Public Works arrangement. These changes were emailed to you for review in full showing deleted (cross outs) and additions (highlighted) language. The adoption ordinance summarizes these changes. If the Personnel Committee approves the ordinance, it will be sent to the City Attorney for review prior to the next Council meeting.

Council Member Gelhaus asked if the duties cut out of the ordinances were put into the job descriptions.

Chair Petkovsek stated "Yes", the current ordinances listed the job duties, by referencing job descriptions in the new ordinances, it allows for updating of duties without having to change the ordinance each time.

Motion Neville, second Poeschel, to approve and recommend to the Common Council adoption of the "Officers and Employees – Chapter 101" ordinance changes pending review by the City Attorney. All Aye.

Chair Petkovsek presented the At-Will Employment Agreement between the City of Neillsville and Luke Friemoth, City Administrator/Public Works Director effective May 1, 2026.

Discussion followed. Friemoth stated he would like to continue to coach wrestling.

Motion Poeschel, second Neville, to approve and recommend to the Common Council adoption of the At-Will Employment Agreement with Luke Friemoth as City Administrator/Public Works Director effective May 1, 2026 pending review by the City Attorney.

Council Member Gelhaus stated he would like to wait on this agreement until we have a job description before we offer the job.

Chair Petkovsek stated that Friemoth has already been put into the Administrator/Public Works Director position at a previous Council meeting.

Council Member Gelhaus-Nay, Council Members Neville and Petkovsek and Mayor Poeschel-Aye. 3-Aye, 1-Nay. Motion carried.

Chair Petkovsek stated to set the stage for the next items conversations with City Clerk-Treasurer Roehl, Director of Public Works Friemoth, Deputy Clerk-Treasurer Michelle Grap and Assistant Clerk-Treasurer Debbie Winder were held. Grap wants to stay as Deputy Clerk-Treasurer with additional duties assigned. Winder is willing to go from the Part-time Assistant Clerk-Treasurer position to Full-Time City Clerk-Treasurer. The City's policy allows the Council to promote from within without advertising a position. Both Friemoth and Winder have signed up for an accounting course.

Motion Poeschel, second Neville, to recommend to the Common Council the promotion of Debbie Winder to City Clerk-Treasurer, effective May 1, 2026.

Council Member Gelhaus stated that he would like to have the job description in place before we offer the job.

Petkovsek reminded Committee that the Committee approved draft job descriptions with legal review before going to full Council.

Council Members Neville and Petkovsek and Mayor Poeschel-Aye. Council Member Gelhaus-Nay. 3-Aye, 1-Nay. Motion carried.

Discussion followed on wages for the City Clerk-Treasurer and Deputy Clerk-Treasurer and pay increases for Water Operator, Sewer Operator, Street Department First Operator and Cemetery Sexton/Parks Director all effective May 1, 2026. The IT Coordinator duties would add \$2,500 to the City Clerk-Treasurer position.

Motion Neville, second Poeschel, to recommend to the Common Council that the City Clerk-Treasurer wage be set at \$62,821.60 (which includes the \$2,500 for IT Coordinator duties), effective May 1, 2026.

Council Member Gelhaus stated that he would like to have the job description in place first.

Council Members Neville and Petkovsek and Mayor Poeschel-Aye. Council Member Gelhaus-Nay. 3-Aye, 1-Nay. Motion carried.

Motion Poeschel, second Neville, to recommend to the Common Council that the Deputy Clerk-Treasurer wage be set at \$48,402.00, effective May 1, 2026.

Council Member Gelhaus stated that he would like to have the job description in place first.

Council Members Neville and Petkovsek and Mayor Poeschel-Aye. Council Member Gelhaus-Nay. 3-Aye, 1-Nay. Motion carried.

Motion Poeschel, second Neville, to recommend to the Common Council that the Water Operator, Sewer Operator, Street Department First Operator and Cemetery Sexton/Parks Director be given a pay increase of a \$1.00 per hour (\$2,080 annually) effective May 1, 2026.

Council Member Gelhaus stated that he would like to have the job descriptions in place first.

Council Members Neville and Petkovsek and Mayor Poeschel-Aye. Council Member Gelhaus-Nay. 3-Aye, 1-Nay. Motion carried.

Motion Neville, second Poeschel, to adjourn. All Aye.

---

Barbara Petkvosek, Chair

---

Rex R. Roehl, Clerk-Treasurer