

PERSONNEL COMMITTEE
March 28, 2022

A meeting of the Personnel Committee was called to order by Chair Williams at 1:00 p.m. in the Council Chambers. Roll call: Members Williams, Gustafson, and Statz were present.

Gustafson/Statz to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Convene in closed session in accordance with the following exemption:
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c)
Consideration of: City Administrator Performance evaluation.
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration.
5. Consideration of: 2022 Wages.
6. Adjourn.

Carried.

After the Chair announced the statutory basis, Statz/Gustafson to convene in closed session in accordance with the following exemption: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c) Consideration of: City Administrator Performance Evaluation. Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. Carried.

The Council convened in open session at 1:35 p.m.

City Administrator VanLieshout summarized the performance evaluation process and potential step increases for administrative employees based on the 2020 wages survey. Discussion took place regarding the Planning/Zoning Administrator position and the Administrative Assistant to the City Administrator position. Williams/Gustafson to allow the City Administrator to conduct a performance evaluation on the part-time admin assistant position and increase up to and including step 13 based on the evaluation. Carried. Statz/Gustafson to recommend to the Common Council to approve the proposed 2022 wage step recommendations for the following positions:

<u>Position</u>	2022	
	<u>Rec Step</u>	<u>Rec Wage</u>
City Administrator	14	\$116,376.00
Finance Director	19	\$105,186.00
Police Chief	17	\$104,204.00
Community Development Director	24	\$103,388.00
City Engineer	17	\$101,241.00
City Clerk/HR Director	22	\$93,780.00
Municipal Services Director	8	\$90,153.00
Assistant Fire Chief	17	\$88,859.00

Engineering Technician	23	\$79,153.00
Planner/Zoning Admin	8	\$59,876.00
Municipal Services Secretary	18	\$24.29/hr
Office Assistant II	8	\$22.92/hr
Police Assistant	15	\$22.70/hr
Admin Assistant to City Admin	9	\$20.51/hr

Carried.

Gustafson/Statz to adjourn. Carried. The meeting adjourned at 1:52 p.m.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/HR Director