

SALARY & PERSONNEL COMMITTEE MINUTES

September 6, 2016

A. CALL TO ORDER & ROLL CALL

Chairperson Bauman called the meeting to order. Present at roll call were Alderpersons Bauman, Stangel, and Boyce. Also present were other Alderpersons, the Mayor, City Administrator Rath, city staff, Jordan Nordby from Main Street Monroe and Bridget Cooke from The Monroe Times. Alternate Alderperson Thoman was absent.

B. CORRECTION OF MINUTES

None

C. BUSINESS: OPEN

1. JOB DUTIES AND DESCRIPTION FOR FIRE CHIEF/DIRECTOR OF EMERGENCY MANAGEMENT

City Administrator Rath explained that he took the information and advice from the last meeting and put it into a job description. He put the Emergency Management part of the job into the job description. He will send the job description out to everyone and if there are no objections he will post it following the Police and Fire Commission meeting later this week. He gave a brief description of the changes. No action needs to be taken at this time he only wanted to give an update.

2. POSITION CLASSIFICATION GRADE ON PAY SCALE FOR FIRE CHIEF OR EMERGENCY MANAGEMENT DIRECTOR/FIRE CHIEF

City Administrator Rath explained the position is currently listed at a grade 20. He asked if the committee was comfortable with that grade. Questions and discussion took place. Pay range is grade 20 step 1 (\$66,333) to step 21 (\$89,815) and includes the Emergency Management part of the job. More discussion took place. City Administrator Rath gave more explanation and more discussion took place. Alder Boyce made a motion to offer grade 20 and advertise entire range. The motion was seconded by Alder Stangel. The motion carried on voice vote.

3. RECOMMENDATION TO COMMON COUNCIL OF PROPOSED PAY SCHEDULE ADJUSTMENT

City Administrator Rath explained every year there is a potential for an across the board increase. Some employees are at a step 11 or higher and may not get any increase except for an across the board increase or cost of living adjustment. Other employees may not be eligible for merit increases so they may not get anything except for an across the board increase. Other communities are

considering a 1.3% to 1.9% increase across the board. Discussion took place. City Administrator Rath clarified that this is for non-represented employees. CPI for 2017 is 0.68%. More discussion took place. City Administrator Rath made more comments. More discussion took place. Alder Boyce prefers to wait and see where the rest of the budget is sitting. More discussion took place and City Administrator Rath made more comments. The committee generally agreed to a zero percent increase across the board.

4. CONSIDERATION OF 2017 PERFORMANCE EVALUATION COMPETENCY CATEGORIES

City Administrator Rath explained this document shows what was used in 2016 and what the target is for 2017. Every year the criteria are changed to reflect different areas. Question and discussion took place. Alder Bauman said City Administrator Rath has their blessing on the Competency Categories he has chosen.

D. BUSINESS: CLOSED

Alder Bauman read the purpose of the closed meeting, *Under Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*, along with the following subject matter

1. CONSIDERATION OF PERFORMANCE EVALUATION MERIT INCREASES FOR SPECIFIED EMPLOYEES

Alder Boyce moved to go into closed session. Alder Stangel seconded the motion. The motion carried unanimously on voice vote as announced by Chairperson Bauman. Others left the room at this time.

Alder Bauman asked for a motion to excuse the Clerk since she is one of the employees to be considered and to appoint someone to take the minutes. Alder Stangel made a motion to excuse the Clerk and appoint the Mayor to take the minutes. The motion was seconded by Alder Boyce. The motion was carried on voice vote.

Closed discussion took place.

Alder Boyce made a motion to go into open session. Alder Stangel seconded the motion. The motion carried unanimously on voice vote as announced by Chairperson Bauman.

E. BUSINESS: OPEN FOLLOWING A CLOSED SESSION

1. TAKE ANY NECESSARY ACTION RELATED TO PERFORMANCE EVALUATION MERIT INCREASES FOR SPECIFIED EMPLOYEES

Alder Bauman made a motion to hold off on evaluations until all are completed. The motion was seconded by Alder Stangel. Motion carried on voice vote.

F. BUSINESS BY MEMBERS

None

G. ADJOURNMENT

A motion was made by Alder Stangel to adjourn. The motion was seconded by Alder Bauman. The motion carried on voice vote.

Transcribed by,
Nicole M. Cummings, Deputy Clerk