

**Personnel Committee Minutes**  
**Tuesday, August 14, 2018 – 6:30 PM**  
**City Hall, Conference Room 2A (2<sup>nd</sup> Floor)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The Special Personnel Committee meeting was called to order by Chairperson Proksa at 6:30 p.m.

Roll Call

Present: Proksa, Halverson, Skates, Flower, and Straube

Others Present: Mayor Hartz

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approve the Personnel Committee minutes from August 2, 2018, as prepared and distributed  
Motion by Skates to approve, second by Straube. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R57** identifying all Council approved changes throughout the year 2018 to the Pay Scale Grades, Pay Scales, and any title changes for Full-Time Non-Represented Employees

Mayor Hartz identified that these are changes that had been approved by the Council throughout the year, but the resolution needed to be updated to reflect those changes.

Motion by Flower to approve Resolution 18-R57, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R58** identifying all Council approved changes throughout the year 2018 to the Pay Scale Grades, Pay Scales, and any title changes for Part-Time Non-Represented Employees

Mayor Hartz noted that this is the same as the previous item, but for the part-time employees. He added that within the budget goals for 2019 these numbers will not be used, but rather all non-management staff will receive an automatic 1% raise with the possibility to receive an additional 2% upon a favorable evaluation.

Motion by Halverson to approve, second by Skates. Motion carried 4-0, with Flower abstaining.

Motion to go into Closed Session pursuant to Wis. Stat. 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 regarding employee contracts, pay, and benefits for; Interim City Administrator Position and Project manager for possible health insurance transition

Motion by Skates to convene the Personnel Committee into closed session and to include Mayor Hartz, and Alderpersons Howell and Dunn, second by Straube. Motion carried on a roll call vote 5-0. The Committee convened into closed session at 6:39 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Skates to reconvene the Personnel Committee into open session, second by Halverson. Motion carried on a roll call vote 5-0. The Personnel Committee reconvened at 9:18 p.m.

Motion by Skates to hire David Berner as the interim City Administrator under the accepted terms of the agreement with Public Administration Associated, LLC as discussed in closed session, second by Straube. Motion carried 5-0.

Adjourn

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The meeting of the Personnel Committee adjourned at 9:21 p.m.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE