

**CITY OF ELKHORN  
HUMAN RESOURCES COMMITTEE  
LOWER CONFERENCE ROOM, 9 S. BROAD STREET, ELKHORN, WISCONSIN**

**February 14, 2005**

Chairman Julie Taylor called the Human Resources Committee to order at 6:10 p.m. followed by Roll Call.

**ROLL CALL**

Present: Aldermen Julie Taylor, William Hoffmann, John Karcher

Also present: City Administrator Sam Tapson, City Clerk Nancy Jacobson, Police Chief Joel Christensen

**NON-UNION COMPENSATION PLAN**

Motion (Karcher/Hoffmann) to recommend to Council a resolution establishing the non-union pay structure as presented by the City Administrator. In discussion, Tapson said adjustments in the ranges of Department of Public Works and the Finance Director were made because of the added responsibilities with utilities. Pay rates for Clerical/Technical are based on existing schedule, and the proposed schedule incorporates a 2.75% adjustment. The Engineering Technician position entry pay rate was adjusted according to the salary survey taken in September 2004. The present Engineering Technician would be adjusted to that entry rate resulting in an adjustment of \$1,802 and would retro back to January 1, 2005.

Motion carried by the majority present.

Motion (Taylor/Hoffmann) to recommend to Council a salary of \$59,500 for Patrick Slattery who has been promoted to Police Captain. Motion carried by the majority present.

**PERSONNEL CODE REVIEW**

Motion (Hoffmann/Karcher) to recommend to Council the adoption of the revised City of Elkhorn Personnel Policies and Procedures Manual. Motion carried by the majority present.

In future meetings, Tapson recommended looking at policies on cell phone use and electronic communications. The Personnel Code should be reviewed every three years, Tapson said.

**HEALTH INSURANCE BENEFIT MODIFICATION FOR RETIREES**

Motion (Karcher/Hoffmann) to recommend to Council an amendment to the health insurance benefits for retirees adjusting the plan to reflect the plan for active employees. Motion carried by the majority present.

**ADJOURNMENT**

Motion (Hoffmann/Karcher) to adjourn at 6:55 p.m. Motion carried by the majority present.

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Nancy B. Jacobson  
City Clerk