

**CITY OF ELKHORN**  
**COUNCIL HUMAN RESOURCES COMMITTEE**  
**MINUTES OF ARIL 1, 2013**

**Members Present:** Chairman DeHaan, Alderman Payson, and Alderman Olson

**Others Present:** City Administrator Tapson, Finance Director Hinske, Fire Chief Smith, Police Chief Christensen

Meeting called to order a 5:01 p.m. by Chairman DeHaan.

City Administrator asked whether the provided draft of revised Performance Review instrument met the expectations of the Committee; consensus was that the draft was satisfactory.

Ald. DeHaan asked that the City Administrator present an overview of the memo regarding the Compensation Plan. Tapson discussed various elements of the in-place Plan, specifically focusing on the basic objectives of the Plan including; *external competitiveness; internal equity; and pay progression*. Committee members expressed general support for the Plan's definition/measure of external competitiveness but did question the methodology for establishing appropriate pay ranges for employment positions for which there is insufficient comparative information (e.g. Fire Chief). Ald. Olson suggested that the City expand the range of comparison municipal employers to target those positions for which limited local comparative information is available. The majority of subsequent discussion was directed to the matter of *pay progression* and its link to performance. All members expressed support for a performance-based pay progression system that may include such concepts as: COLA; merit advancement, and performance bonuses. Ald. Olson asked that the Finance Director confirm the effect of bonuses on WRS contributions/retirement benefits.

City Administrator will prepare a pay progression model for further discussion.

Motion to adjourn to closed session pursuant to Wi Stats 19.85(1)(c) for the purposes of collective bargaining discussion by Ald. Olson; second Ald. Payson. On roll call, motion approved unanimously.

Committee reconvened in open session.

There being no further matters for general discussion, Ald. Payson moved to adjourn; second by Ald. Olson. Motion carried.

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Sam Tapson, City Administrator