

CITY OF ELKHORN
Human Resources
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin
July 15, 2013

Chairman Brian Olson called the Human Resources Committee meeting to order at 4:30 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Brian Olson, Gary Payson, Sr., James Boardman

Also present: City Administrator Sam Tapson, Fire Chief Rod Smith, City Clerk Darlene Igl, Finance Director Mary Hinske, Electric Utility Director John Murphy, Police Chief Joel Christensen, Library Director Lisa Selje

CITY HALL OFFICE STAFFING PLAN

A proposal for City Hall office staffing was discussed in which a dual-purpose position combining the exiting positions of Accounting Technician and Deputy Clerk would be created. This position would also serve as the Deputy Treasurer. An entry level clerk position would be created to absorb certain routine clerical duties. After discussion, motion (Payson/Boardman) to endorse the City Hall office staffing plan to include the entry level clerk position at full-time. Motion carried.

COMPENSATION PLAN

The MEUW 2013 wage/benefits survey report for 2013 was reviewed. It was requested that detailed man hour information and position descriptions for the Department of Public Works be submitted for review at the next Human Resources meeting.

PTO PROGRAM MODIFICATION

Administrator Tapson stated that an adjustment to the PTO program had been recommended by Committee but it had been determined that it would not be necessary. Motion (Payson/Boardman) to rescind the motion recommending approval. Motion carried.

ADJOURN

Motion (Boardman/Payson) to adjourn at 5:05 p.m.

Darlene Igl
City Clerk