

**CITY OF ELKHORN**  
**Human Resources**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**  
**January 6, 2014**

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: Mayor Reynolds, City Administrator Sam Tapson, City Clerk Darlene Igl

**COMPENSATION CLASSIFICATION STUDY PROPOSAL**

Administrator Tapson stated that the City has the opportunity to participate in a joint compensation study with Lake Geneva and Delavan. Based on qualifications and pricing, three firms were chosen to participate in the interview phase of the selection process. It was discussed that the study could serve to validate the compensation plan that was recently adopted. After discussion, motion (Boardman/Payson) to recommend to Council that the City participate in the interview process. Motion carried.

**REVIEW OF JOB DESCRIPTION/COMPENSATION PACKAGE – DPW SECRETARY**

The position description for the DPW Secretary was reviewed. Administrator Tapson stated that he felt that the position was priced correctly on the recently adopted compensation plan but that the incumbent may not be priced correctly. After discussion, it was agreed that Plan Commission secretary duties would be assigned to the Deputy Clerk. Motion (Boardman/Payson) to continue to pay incumbent the wage rate in place effective Jan. 1, 2014 and to red-circle the employee with the potential of an annual performance based bonus. Boardman, yes; Payson, yes; Olson, no. Motion carried.

**ADJOURN TO CLOSED SESSION**

Motion (Boardman/Payson) to adjourn to closed session pursuant to §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. Adjourn to closed session at 4:59 p.m.

**RECONVENE IN OPEN SESSION**

Motion (Boardman/Payson) to reconvene in open session at 5:15 p.m.

**ADJOURN**

Motion (Boardman/Payson) to adjourn at 5:15 p.m.

Darlene Igl  
City Clerk