

CITY OF ELKHORN
Human Resources
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin
April 21, 2014

Chairman Jim D'Alessandro called the Human Resources Committee meeting to order at 4:45 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Gary Payson, Sr., Tom Myrin

Also present: Mayor Brian Olson, City Administrator Sam Tapson, City Clerk Darlene Igl, Utility Director John Murphy, Police Chief Joel Christensen, Kellen Olshefski

DISCUSSION: CURRENT AND UPCOMING ISSUES

Finance Director Recruitment

Administrator Tapson stated that there were a total of 8 applicants for the Finance Director position. He asked the interview committee which will include the Mayor and the Chairmen of the Human Resources Committee and Finance and Judicial Committee to complete a scoring matrix of the candidates. It was discussed that a Finance Director from another municipality may be asked to sit on the interview committee and Administrator Tapson was asked to pursue that option.

City Hall Staffing Duty Reassignments

Administrator Tapson stated that he believed that over time there had been too many duties placed on the Finance Director position. He suggested that a number of tasks be reassigned to other positions, particularly the City Clerk. He stated that the Customer Accounts Clerk will take on the role of Deputy Clerk. In addition, the receptionist position is likely to be vacant soon.

SPRINGSTED CLASSIFICATION STUDY

Administrator Tapson provided an update on the study stating that the completion is anticipated in July. Meetings had been held with employees regarding the completion of the questionnaires.

DISCUSSION REGARDING FUTURE MEETING SCHEDULE

It was agreed by the committee that it would be preferable to meet on Mondays prior to Council meetings or on Tuesday as an alternate.

CITY CLERK RESIGNATION

Administrator Tapson stated that he had received the resignation of City Clerk Darlene Igl effective May 9th. Motion (Payson/Myrin) to recommend to Council that the City staff the position.

ADJOURN

Motion (Payson/Boardman) to adjourn at 5:25 p.m.

Darlene Igl
City Clerk