

MINUTES OF THE PERSONNEL COMMITTEE – SEPTEMBER 1st 2016

A meeting of the City of Prairie du Chien Finance Committee was held on Thursday September 1st 2016 at 6:00 PM in City Hall. Chairperson Karen Solomon called the meeting to order.

GENERAL ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call** – Karen Solomon (Chairperson), Nate Gilberts, Jean Titlbach ABSENT – Edward Hayes-Hall CITY STAFF ALSO PRESENT- City Administrator Aaron Kramer, City Clerk-Treasurer Barb Elvert
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – MOTION: Titlbach SECONG: Gilberts VOTE: 3-0
- 3. APPROVAL – Minutes of the March 3rd 2016 meeting** – MOTION: Titlbach SECOND: Solomon VOTE: 3-0

ACTION ITEMS

- 4. DISCUSSION AND ACTION – Compensation/Classification Proposal (Carlson Dettman Consulting, LLC)** - The proposal, estimated to cost \$7,500 plus traveling expenses, would initiate the City's first compensation/job classification review in recent years. Staff would recommend approval. ACTION: To recommend the Council approve the proposal MOTION: Titlbach SECOND: Solomon VOTE: 3-0

NOTE: Hayes-Hall joined the meeting at 6:10 PM.

- 5. DISCUSSION AND ACTION – City Clerk/Treasurer** - With the impending retirement of City Clerk-Treasurer Barb Elvert, after 42 years of service to the City, staff is proposing an updated job description and salary range for consideration before posting the position. Discussion was held on the job description, with Elvert recommending it include language relative to licensing. Titlbach suggested language be added that the position may require traveling to conferences and training. Discussion was also held on the salary range, which was agreed upon to be between \$50-60,000 annually. A timetable to post the position to post the position in September, interview candidates and offer employment be made in October, and the person begin work and training in November was agreed upon. ACTION: To recommend the Council post the position of City Clerk/Treasurer with the changes previously discussed MOTION: Solomon SECOND: Titlbach VOTE: 4-0

- 6. ADJOURNMENT (6:31 PM)** – MOTION: Gilberts SECOND: Solomon VOTE: 4-0

Submitted by City Administrator Aaron Kramer