



City of Verona

Personnel Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
PERSONNEL COMMITTEE
April 12, 2018
VERONA CITY HALL

1. The meeting was called to order by Elizabeth Doyle 7:01 p.m.
2. Roll Call: Alders Sarah Gaskell and Elizabeth Doyle. Heather Reekie was excused absent. Also present: City Administrator, Jeff Mikorski, and Planning and Development Director Adam Sayre.
3. Approval of minutes from the March 12, 2018 Personnel Committee meeting. Motion by Gaskell, seconded by Doyle to approve the minutes. Motion carried 2-0.
4. Discussion and Possible Action re: Position Description and Compensation of Economic Development Manager Position.
Mikorski presented a request to make a change in the position description of the Economic Development Manager position to increase the experience required for the position to at least 8 years of experience, and in doing so increase the compensation level of the position. The recommended increase would be to Grade 16 (from Grade 15) with a top salary of \$79,564.53 in order to continue negotiate with the top selected candidate. Planning and Development Director requested that the position remain as a non-department head position to reduce conflicts and overlap between Planning and Development Department goals and Economic Development goals.
Motion by Doyle to go into closed session, “The Personnel Committee may convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Personnel Committee has jurisdiction or exercises responsibility. The Personnel Committee may reconvene in open session and take action on the closed session item.” In order to review top candidates for the Economic Development Manager position and make a determination on the change to the position or compensation of the position by Doyle, seconded by Gaskell. Personnel Committee is in closed session at 7:20 pm.
Motion to go into open session by Doyle, seconded by Gaskell at 7:45 pm.
Motion by Doyle, seconded by Gaskell, to not change the position description or compensation classification of the Economic Development Manager position. Motion carried 2-0.
5. Discussion and possible action re: Update to the Compensation Plan.
Mikorski updated the Personnel Committee on the proposed agreement with Springsted Incorporated to update the City’s Compensation Plan with a new market survey of Dane County municipalities. The survey will compare employee compensations between Verona and other Dane County municipalities. The cost of the market study is not to exceed \$2,500, excluding out-of-pocket expenses or on-site visits. Motion by Gaskell, seconded by Doyle to approve the update to the compensation plan with a market study of Dane County municipalities by Springsted Incorporated.
6. Adjournment: Motion by Gaskell, seconded by Doyle to adjourn the meeting at 8:21 p.m. Motion carried 2-0.

Respectfully Submitted by,
Jeff Mikorski, ICMA-CM
City Administrator