

CITY OF VERONA
MINUTES
PERSONNEL COMMITTEE
DECEMBER 14, 2015
VERONA CITY HALL

1. The meeting was called to order by Elizabeth Doyle at 5:15 p.m.
2. Roll Call: Elizabeth Doyle, Heather Reekie, Dale Yurs. Also present: Jon Hochkammer, Mayor; Bill Burns, City Administrator; Ron Rieder, Public Works Director; Dave Walker, Parks Director
3. Position Descriptions and Grade Placements for Public Works and Parks Positions
Mr. Burns presented information on updated position descriptions and recommended grade placements in the City's compensation plan for the following positions:

Assistant Public Works Director	Grade 16
Public Works Lead Worker	Grade 11
Lead Water Operator	Grade 11
Parks Maintenance Worker	Grade 9

Mr. Rieder discussed the individuals that would be moving into the new Public Works positions: Assistant Public Works Director: Jon Bublitz; Public Works Lead Worker: Dave Hosking; Lead Water Operator: Dan Palmer. Mr. Walker explained the additional information and duties reflected in the Parks Maintenance Worker position description. There are three employees in this position that would move from Grade 8 to Grade 9: Tim Haag, Steve Hahn, and Chad Churchill. The new grade and step placements for employees would be effective on January 1, 2016.

Motion by Doyle, seconded by Reekie to approve the position descriptions and grade and step placements for the positions of Assistant Public Works Director, Public Works Lead Worker, Lead Water Operator, and Parks Maintenance Worker. Motion carried 3-0.

4. Employment Agreement for the City Clerk Position
Motion by Doyle, seconded by Yurs, to 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. Voting Aye: Doyle, Reekie, Yurs. Voting No: None. There was no action on this item in open session.
5. Performance Evaluation of the City Administrator
Motion by Doyle, seconded by Reekie, to 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. Voting Aye: Doyle, Reekie, Yurs. Voting No: None. There was no action on this item in open session.

6. Adjournment: Motion by Yurs, seconded by Reekie, to adjourn the meeting at 5:51 p.m.
Motion carried 3-0.

Respectfully submitted,
Bill Burns, City Administrator