

Approved

CITY OF OWEN PERSONNEL COMMITTEE

DATE: Tuesday, September 15th, 2020

LOCATION: 219 North Pine Street, Owen WI 54460

TIME: 3:15pm

CITY OFFICIALS PRESENT: Alderpersons: Pam Jaffke, Joan Jalling, & Ken Martine

CITY OFFICIALS EXCUSED:

ATTENDANCE LIST: Clerk/Treasurer Michelle Kind & Tim Swiggum

COMMUNITY ATTENDANCE: Nicole Rogers/Sentinel & Rural News, and Cindy Cardinal/O-W Enterprise

Meeting was called to order at 4:03pm.

Motion by Jalling/Martine to approve the minutes from 4/14, 6/1, 7/13, 8/3, & 9/2. Motion carried.

Motion by Martine/Jalling to have Kind revise the meeting pay chart and break out the pay rates for Mayor, Council, Employees, and Committee members for Owen Committees and Community events and review the schedule to be paid. Motion carried. A breakdown of meetings allowed to be paid, and possible fall volunteer picnic reception discussed in leu of payroll.

Motion by Martine/Jalling to recommend to Council to provide a consistent schedule for Employee Reviews. New Employees to attend Personnel Committee meeting at their 6-month mark. Dept Heads evaluate their employees for yearly reviews and summarize for Personnel in the fall for raises prior to budgeting. Mayor to evaluate Dept Heads and report to Personnel in the fall for raises prior to budgeting. Personnel to review pay raises and cost of living increases every October to report to Finance Committee. Motion carried.

Motion by Martine/Jalling to table the Handbook until next meeting to review with Department Heads: Ibarra, Smith, & Kind. Motion carried.

Meeting adjourned at 5:22pm.

Next meeting employee handbook, pay chart, CDC Job Description, wage summary with % increases for budgeting, and COLA rate for 2021.

Respectfully submitted,
Michelle Kind, Clerk/Treasurer WCMC