

**Minutes of the Meeting of the Wage & Personnel Committee Held
On Tuesday, January 10, 2017 Pursuant to Notice Duly Given**

1. Meeting called to order by Chairperson Le Breck at 4:30 p.m.
2. Roll Call: Mayor Heier, Bob Le Breck, Al Schreiber, Jean Feldt, Kim Bronikowski
Also Present: Alderperson D. Reed, Fire Chief John Reed, Police Chief Bernie Faith, Sara Perrizo, Administrator
and as Recording Secretary
Excused: Roger Reed

3. Approval of Agenda

Moved by Schreiber, seconded by Bronikowski to approve the agenda as presented. M/C

4. Approval of Minutes from 12/13/16 meeting

Moved by Feldt, seconded by Bronikowski to approve the minutes as typed.

Motion carried upon verbal voice vote. 4 ayes

5. Public Input/Comments

Perrizo stated that one of the members of the front office staff is out for 6-8 weeks on medical leave. During this time, she and the other staff are working extra hours to ensure that all of the work is done.

J. Reed stated that J. Last has hit the ground running as Building Inspector. Perrizo noted that Last is already very organized and Le Breck commented that it feels good to hire people who are doing their jobs.

6. Discussion/Action/Recommendation on the Following:

- a. Procedure for Performance Review of City Administrator

Perrizo stated that she is requesting a performance review, as she hasn't had one since September of 2013. Mayor Heier commented that he would also like feedback on his performance from the department heads and Council members.

Feldt stated that she has been a part of some elaborate reviews in the past and has also had to write her own review based on a development plan. She is also in favor of 360 degree reviews, to allow for a full view of an individual's performance. Mayor Heier is not a fan of the 360 reviews because they can become popularity contests if someone doesn't like another person's personality. A supervisor is in charge and knows an employee's performance. Feldt agreed with Heier in that the reviews should not be anonymous. Schreiber commented that there is nothing wrong with input as long as it is put in a positive way. Everyone is going to have some weak points, but when they are pointed out, they should be accompanied by a suggestion for improvement.

Mayor Heier is willing to coordinate the review of Perrizo. He will either talk to the staff and Council members, or they can put something in writing. Feldt is in favor of a rating scale as an incentive for performance. Perrizo stated that she has a good performance evaluation form that could be used.

Moved by Schreiber, seconded by Feldt to have Mayor Heier coordinate the performance review of the City Administrator.

Motion carried upon verbal voice vote.

4 ayes

7. **Moved by Schreiber, seconded by Feldt to adjourn at 4:55 p.m.**

Motion carried upon verbal voice vote.

4 ayes

Respectfully Submitted:
Sara J. Perrizo, CPA
Administrator