



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of: PERSONNEL COMMITTEE  
Date /Time: Monday, March 2, 2015 @ 5:00 pm  
Location: Mayor's Office  
381 E. Main St., Stoughton, WI  
Members: Tricia Suess (Chair), Paul Lawrence (Vice Chair), Eric Hohol  
Sid Boersma and Mayor Donna Olson (ex-officio member)

### AGENDA

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1. Call to Order
2. Communications
  - Update on Police Department Longevity Double Payment
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  - Update on 2015 Payroll Compensation Entry
    - Spreadsheet Concerns
  - Update on A. Johnson re-payment
  - Update on Front Desk Position
  - Update on Wage Compensation Study by Springsted
3. Approval of the Minutes of the February 9, 2015 Personnel Committee Meeting
4. Old Business
  - None
5. New Business
  - Discussion on updating Utilities Position Descriptions for the Utilities Electric System Lead Lineman and the Utilities Lead meter Technician/ Journeyman Lineman
  - Discussion on Health Insurance Rates regarding Stoughton Retirees
  - Discussion on same sex partnership health insurance
  - Discussion on the Human Resources/ Risk Management Administrative Assistant position to act on:
    - Updated Job Description
    - Compensation Increase
    - Hours worked increase from 20 hours per week to 30 hours per week

- Discussion of addition to Deputy Treasurer's Job Description to include "Temporary Job Duties"
- Discussion and action on Outsourced Cobra
- **\*\*CLOSED SESSION** - *\*\*The Personnel Committee may meet in closed session per State Statute 19.85 (1)(e), when competitive or bargaining reasons require closed session discussion or deliberation regarding the terms and conditions of **Movement from Represented to Non-Represented for Police Sergeants**. If the Committee meets in closed session, the Personnel Committee will reconvene into open session to proceed with the remaining agenda items.*

6. Future Agenda Items

7. Adjournment

IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE TO ATTEND THIS MEETING, PLEASE CALL 873-6677 PRIOR TO THIS MEETING.

ATTN COMMITTEE MEMBERS: THREE (2) MEMBERS NEEDED FOR A QUORUM. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please notify City Hall by calling (608)873-6677 or via email [ajgillingham@ci.stoughton.wi.us](mailto:ajgillingham@ci.stoughton.wi.us)

By: Personnel Committee Chair Tricia Suess, Mayor Donna Olson