

## Budget and Finance Committee Meeting

### Agenda

April 19<sup>th</sup>, 2021

6:00 PM

Present: Janet Sergent, Tami Christensen, Bryan Gartner

Absent: None

Visitors:

Mayor Norby, Clerk/Treasurer Chamberlin, PWD Hintz, Chief Kraft

**Fiscal Year 2021-22 Payroll-Evaluations and Merit Increases:** Clerk/Treasurer Chamberlin presented the Budget and Finance Committee with the proposed performance review form. The review would have 6 sections scored up to 5 points, for a total of 30 points at the end of the evaluation. She stated the percentage of the increase would be based off the employee's score. In reviewing the evaluation, Chief Kraft stated he does bi-yearly evaluations on the police officers and with the new pay scales and incentive pays implemented for them last year, he feels doing merit-based increases would be too much. He said his recommendation would be to do this for the secretary's position only in his department to do this and it was the general consensus of the Budget and Finance to do it that way.

In further review it was decided to change the scale to a 3-point scale, making the three scale points to be exceeds expectations, meets expectations and below expectations, for a total of 18 points. Motion was made to recommend moving forward with using the performance review form as updated for reviews of all employees, except sworn officers, for merit increases for the FY2021-22 budget by Alderwoman Christensen and Alderman Gartner seconded. With no further discussion, all present voted aye.

Clerk/Treasurer Chamberlin stated she presented the numbers for the FY2021-22 increase, recommending up to a 3% increase, at the previous Budget and Finance Committee meeting, and that needs to be finalized to move forward with the evaluations appropriately. Motion was made to recommend approving up to a 3% increase for FY2021-22 merit increases by Alderwoman Christensen and Alderman Gartner seconded. With no further discussion, all present voted aye.

Meeting was adjourned at 6:16 pm.

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Jessica Chamberlin, City Clerk

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Janet Sergent, Committee Chair