



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Human Resources Committee

Wednesday, October 20, 2021

6:00 PM

Council Chambers, City Hall and Virtually

Register in advance for this webinar:

[https://waukesha-wi.zoom.us/webinar/register/W](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

[N_As-TmUj1R](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

[0ymjOW847vBDw](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

Meeting ID: 994 1859 3180

Passcode: 063532

1. Call To Order

Present: 4 - Manion, Browne, R. Lemke and Rodriguez

Absent: 1 - Wells

2. Public Comment

No public comment.

3. Approval of Minutes

A. [ID#21-2990](#) Approval of HR Committee Meeting Minutes - September 15, 2021

Attachments: [MeetingMinutes 9-15-21 DRAFT](#)

Approved by unanimous consent.

4. Business Items

B. [ID#21-2987](#) Presentation of amended and restated Medical Clinic Intergovernmental Cooperation Agreement between City of Waukesha and Waukesha County for On-Site Medical Services Clinic by City Administrator

Attachments: [#21-2987 Two Party Intergovernmental Agreement HR Meeting Cover letter and IGA 10-21-21](#)

Motion by Ald Browne, second by Ald Manion, to approve IGA as presented.

Aye: 4 - Daniel Manion, Browne, R. Lemke and Rodriguez

Absent: 1 - Wells

A. [ID#21-3009](#) Presentation of newly created New Hire Orientation Welcome Video

C. [ID#21-3008](#) Salary history for the Municipal Judge, Mayor, and City Attorney position.

Attachments: [Salary History Elected Officials 10.13.2021](#)

- D. [ID#21-2992](#) Consideration of a resolution establishing the Compensation of the City Attorney from May 1, 2022 through April 30, 2026

Attachments: [#21-2992 Agenda Cover Sheet City Attorney](#)
[City Attorney Salary Resolution 9.7.2021](#)
[Salary History Elected Officials 10.13.2021](#)

Motion by Ald Lemke, second by Ald Manion, to adopt resolution for City Attorney as presented.

Aye: 3 - Daniel Manion, Browne and R. Lemke

Nay: 1 - Rodriguez

Absent: 1 - Wells

- E. [ID#21-2993](#) Consideration of an Ordinance Establishing the Compensation of Common Council Members

Attachments: [#21-2993 Agenda Cover Sheet Common Council Salary](#)
[Common Council Salary Resolutions 9.7.2021](#)

Motion by Ald Lemke to propose to update Resolution for Alderman Salaries to establish the alderman rate at \$7,500 for 2022, \$8,000 for 2023 and \$8,500 for 2024. Failed for lack of second.

Motion by Ald Manion, second by Ald Browne, to approve and present to Council the Aldermanic salaries as presented.

Aye: 3 - Daniel Manion, Browne and R. Lemke

Nay: 1 - Rodriguez

Absent: 1 - Wells

- F. [ID#21-2994](#) Consideration of a resolution establishing the Compensation of the Mayor from April 17, 2022 through April 18, 2026.

Attachments: [#21-2994 Agenda Cover Sheet Mayor](#)
[Mayor Salary Resolutions 9.7.2021](#)
[Salary History Elected Officials 10.13.2021](#)

Motion by Ald Lemke to approve resolution as presented. Failed for lack of second.

Motion by Ald Manion, second by Ald Lemke, to set Mayoral salary Apr 2022 - Apr 2026 at \$89,000 per year.

Aye: 3 - Daniel Manion, Browne and R. Lemke

Nay: 1 - Rodriguez

Absent: 1 - Wells

- G.** [ID#21-2995](#) Consideration of a resolution establishing the Compensation of the Municipal Judge from May 1, 2022 through April 30, 2026
- Attachments:** [#21-2995 Agenda Cover Sheet Municipal Judge Salary](#)
 [Municipal Judge Salary Resolution 9.7.2021](#)
 [Salary History Elected Officials 10.13.2021](#)
- Motion by Ald Lemke, second by Ald Manion, to approve resolution establishing compensation for Judge as presented.**
- Aye:** 3 - Daniel Manion, Browne and R. Lemke
- Nay:** 1 - Rodriguez
- Absent:** 1 - Wells
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- H.** [ID#21-2989](#) Request to review and approve amendments to HR Policy B2 Recruitment and Retention
- Attachments:** [#21-2989 B2 Recruitment and Retention Cover Letter and Policy 10-20-21](#)
- Motion by Ald Browne, second by Ald Rodriguez, to approve the revised B2 policy language, with the addition of the 'council shall be notified' language.**
- Aye:** 4 - Daniel Manion, Browne, R. Lemke and Rodriguez
- Absent:** 1 - Wells
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- I.** [ID#21-2766](#) Request to review and approve amendments to HR Policy B8 Human Resources Information Disclosure
- Attachments:** [#21-2766 B8 HR Information Disclosure Coversheet and Policy](#)
- Motion by Ald Lemke, second by Ald Browne, to accept and approve amendments to HR Policy B8 Human Resources Information as written.**
- Aye:** 4 - Daniel Manion, Browne, R. Lemke and Rodriguez
- Absent:** 1 - Wells
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- J.** [ID#21-2273](#) Request to review and approve amendments to HR Policy B12 Equal Opportunity Employer
- Attachments:** [#21-2273 B12 Equal Opportunity Employer Cover Letter and Policy 10-20-21](#)
- Motion by Ald Lemke, second by Ald Manion, to approve HR Policy B12 Equal Opportunity Employer as written, with discussed change of updating 'approve' to 'improve'.**
- Aye:** 4 - Daniel Manion, Browne, R. Lemke and Rodriguez
- Absent:** 1 - Wells
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- K.** [ID#21-2767](#) Request to review and approve amendments to HR Policy C4 Benefits

Election at Retirement-Resignation

Attachments: [#21-2767 C4 Benefits Election at Retirement-Resignation Coversheet and Policy 9-15-21](#)

Motion by Ald Lemke, second by Ald Rodriguez, to approve amendments to HR Policy C4 Benefits Election at Retirement-Resignation as written

Aye: 4 - Daniel Manion, Browne, R. Lemke and Rodriguez

Absent: 1 - Wells

- L. [ID#21-2769](#) Request to review and approve amendments to HR Policy H4 Administrative Payroll Procedures

Attachments: [#21-2769 H4 Administrative Payroll Procedures Coversheet and Policy 9-15-21](#)

Motion by Ald Lemke, second by Ald Browne, to approve amendments to HR Policy H4 Administrative Payroll Procedures as written.

Aye: 4 - Daniel Manion, Browne, R. Lemke and Rodriguez

Absent: 1 - Wells

5. Adjournment

Adjourned at 7:49pm

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.