



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Human Resources Committee

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Wednesday, January 20, 2021

6:00 PM

Virtual Meeting

Registration Link:  
[https://waukesha-wi.zoom.us/webinar/register/WN\\_hmn\\_MB7NSQqRBwyFfEPloQ](https://waukesha-wi.zoom.us/webinar/register/WN_hmn_MB7NSQqRBwyFfEPloQ)  
Webinar ID: 968 3630 9477  
Webinar Passcode: 846309  
Phone Number: 877 853 5247

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#### 1. Call To Order

**Present:** 5 - Browne, Manion, Wells, Cummings and R. Lemke

#### 2. Public Comment

*No Public Comments.*

#### 3. Approval of Minutes

- A. [ID#21-1661](#) Approve the minutes of the November 18, 2020 meeting.

**Attachments:** [MeetingMinutes 11-18-20 Final Approved](#)

**A motion was made by Manion that this Minutes be approved. The motion carried by the following vote:**

**Aye:** 5 - Browne, Manion, Wells, Cummings and R. Lemke

#### 4. Business Items

- A. [ID#21-1650](#) Finalize 2021 Performance Goals for City Administrator

*Final goals for City Administrator will be condensed and presented in final format for approval via a special HR Committee meeting scheduled for 1-28-21.*

**Final goals for City Administrator will be condensed and presented in final format for approval via a special HR Committee meeting scheduled for 1-28-21.**

- B. [ID#21-1651](#) Presentation of Proposed City Administrator 2020 Evaluation Form

*A motion was made by Ald Cummings, seconded by Ald Browne, that we move forward and adopt the newly created form for the 2020 City Administrator Evaluation that was presented by HR Director, Dr. Vasquez.*

**A motion was made by Ald Cummings, seconded by Ald Browne, that we move forward and adopt the newly created form for the 2020 City Administrator Evaluation that was presented by HR Director, Dr. Vasquez.**

**The motion carried by the following vote: 5-0.**

**Aye:** 5 - Browne, Manion, Wells, Cummings and R. Lemke

*A motion was made by Ald Manion, seconded by Ald Wells, use a Survey Monkey format to capture the information for the 2020 City Administrator review, according to the template form just adopted.*

**A motion was made by Ald Manion, seconded by Ald Wells, use a Survey Monkey format to capture the information for the 2020 City Administrator review, according to the template form just adopted.**

**The motion carried by the following vote: 4-1.**

**Aye:** 4 - Browne, Manion, Wells and R. Lemke

**Nay:** 1 - Cummings

## 5. Closed Session

- A.**     [ID#21-1659](#)     A motion may be made pursuant to Wis. Stats. 19.85(1)(c) to go into closed session to discuss the content of the results of the City Administrator's Performance Evaluation.

**A motion was made by Manion, seconded by R. Lemke, that this Discussion and Recommendation be approved. The motion carried by the following vote:**

**Aye:** 5 - Browne, Manion, Wells, Cummings and R. Lemke

- B.**     [ID#21-1653](#)     Summary of City Administrator 360 Feedback

- C.**     [ID#21-1660](#)     A motion may be made to reconvene in open session pursuant to Wis. Stats 19.85(2) for possible additional discussion and/or action concerning matters discussed in closed session.

## 6. Adjournment

*Adjourned at 8:20pm*

"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 Fred Abadi, 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.