

MINUTES

JOINT MEETING OF THE PERSONNEL COMMITTEE and PARKS & RECREATION COMMITTEE

Date: Thursday, January 6, 2011 – 5:00 p.m., in the Hall of Fame Room, City Hall.

Personnel: Members Present: Greg Jenson, (ch), Sonny Swagstu (vc), Paul Lawrence, Eric Hohol.

Parks & Recreation: (No quorum, no meeting)

Others Present: Mayor Donna Olson, City Clerk Kelly Michaels, Parks Director Tom Lynch,

Call to Order: Chairperson Greg Jenson noted there was a quorum present of Personnel Committee and the meeting was called to order at 5:45 pm.

Discussion and recommendations regarding the Youth Center Assistant Manager

Position Posting:

Lynch presented a recommendation to fill the position formerly held by Tamberly Brooks who would be leaving on January 14, 2011. He noted the hours consist of 2-6 pm., weekdays with some evening and weekend hours. The position is the City connection to the center and coordinates the efforts of the volunteers and Americorp workers.

Lynch stated the job is 1,039 hours per year. It was noted that the pay (\$10.61) and hours were the same as currently budgeted.

Hohol asked that city officials perform a thorough background check of the candidate selected since the individual will be working with youths in our community. Staff members agreed.

Motion by Lawrence, second by Jenson to recommend the position be posted as requested by staff. Motion carried 4-0.

Motion by Lawrence, second by Hohol to adjourn the meeting. Motion carried 4-0. Meeting adjourned at 6:10 pm.

Respectfully submitted,

Kelly Michaels
City Clerk/Personnel Director