

MINUTES

SPECIAL MEETING OF THE PERSONNEL COMMITTEE

Date: Monday, June 13, 2011 – 5:00 p.m., in the Hall of Fame Room at City Hall.

Personnel: Members Present: Greg Jenson, Paul Lawrence, Larry Peterson, Mayor Donna Olson. Members Excused: Sonny Swangstu

Others Present: City Clerk Kelly Michaels, Greg Leck

Call to Order: Chairperson Greg Jenson there was a quorum present and called the meeting to order at 5:00 pm.

Minutes of the Prior Meeting:

Motion by Lawrence, second by Peterson to approve the minutes of the 5/23/2011 meeting. Motion carried 4-0.

Administrative Ass't Position in the Police Department:

Chief Greg Leck reported his Administrative Assistant has notified the City of her intent to retire on July 1, 2011. He requested permission to begin recruitment to fill the position as it is crucial for operations at the Police Department. He noted there were a few minor changes to update the job description with processes currently being performed by that position.

Motion by Lawrence, second by Peterson to recommend filling the Administrative Assistant position at the Police Department and to bring the job description to the June 27th meeting for review. Motion carried 4-0.

Eligibility List for Future Vacancies in Patrol Officer Position:

Chief Greg Leck requested permission to establish an eligibility list for future vacancies in the Patrol Officer position. He indicated the City currently has no list and since the hiring process has a lengthy time component, it would be wise to establish an eligibility list from which to hire should a vacancy occur. He noted there was no change to the job description..

Motion by Lawrence, second by Peterson to establish an eligibility list for possible future vacancies in the Patrol Officer position. Motion carried 4-0.

Extend Deadline re: Residency Requirement for Police Chief:

Chief Greg Leck requested an extension to the residency deadline approaching soon (Aug 2011). He indicated his home in McFarland has been on the market but has not sold. He reported he had recently lowered the price, however the market is slow. It was noted that the Police & Fire Commission has recommended a one year extension.

Motion by Lawrence, second by Peterson to recommend the residency requirement for the Police Chief be extended to August 5, 2012. Motion carried 4-0. Mayor Olson exited the meeting.

Communications

The next meeting will be the regularly scheduled meeting on June 27, 2011 at 5:30 pm.

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Motion by Lawrence, second by Peterson to adjourn the meeting. Motion carried 3-0.
Meeting adjourned at 5:20 pm.

Respectfully submitted,

Kelly Michaels, CMC, WCMC
City Clerk/Personnel Director