

PERSONNEL COMMITTEE MEETING MINUTES

Monday, November 27, 2017 6:00pm

Mayor's Office

Present: Alders: Thomas Majewski (Chair), Kathleen Johnson (Vice-Chair), Sid Boersma, Matt Bartlett, Mayor Olson and Director Gillingham

Also in Attendance: Director Tom Lynch, Dan Glynn, Regina Hirsch, Bob McGeever, Greg Jensen, Lisa Reeves, Charles Vervoort, Tricia Suess

1. **CALL TO ORDER:** Majewski called the meeting to order at 6:00pm
2. **Approval of the Minutes** of the November 6, 2017 Personnel Committee meeting minutes.
Motion to approve Boersma, second by Bartlett, Approved 5-0

3. **Communications**

Director Gillingham updated the Committee on:

- **Employee Benefits – Open enrollment**
- **Posted Open Positions – Apprentice Lineman. Journeyman Lineman, City Clerk**
- **Assessment of the structure of the Parks & Recreation Department**

4. **Discussion and possible action regarding the Parks & Recreation Director position**

Director Gillingham read her memo to the Personnel Committee dated 11/21/2017. She stated that she and Mayor Olson had met with the Parks & Recreation Dept. as well as the Public Works Dept. to see if any changes could be made to see if any changes could be made. They did not find a viable option that would change the structure of the Department. Director Gillingham stated her recommendation that Dan Glynn be moved into the vacant position as Director of Parks & Recreation. She informed the Committee of Glynn's education and experience and stated he has years of institutional knowledge. **Bartlett stated he was in favor of this and moved to promote Glynn to the Director position. Boersma second.** Majewski asked if Director Gillingham had reached out to other communities to see how their Parks Departments were structured. She stated that she had indeed done so and gave Majewski the spreadsheet with that information. Majewski suggested splitting the Parks & Recs positions and hiring a Parks Planning Analyst. There was much discussion as to whether this was a feasible option. Bartlett stated he was afraid the City would lose Glynn's talent if he was not promoted. He also stated that it could cost the City at least \$15,000 more if the position was hired out. Majewski stated the parks planning position could be moved to the planning department. Mayor Olson stated that there is too much work for one person in the Rec Dept., there needs to be two. As it stands the Dept. is set up very well. It works. Bartlett stated he agrees with the Mayor. **Boersma asked Chairperson Majewski to Call the Question. Chairperson Majewski stated he could not Call**

the Question as that was for Council only. Hirsch stated her belief that both jobs need to be under one roof. She further stated that if we were to lose Dan it would mess up RDA as well. Reeves stated that the work done by Lynch and Glynn was visionary and they had gotten us past major roadblocks in the riverfront development. She stated there was no way she would support moving the position to the Planning Dept. **Jensen advised Majewski that, according to Roberts Rule, Majewski needed to call the question. Majewski called the question. Motion by Bartlett to approve promotion of Glynn to Director of Parks & Recreation, second Boersma, Approved 4-1 with Majewski voting Noe**

5. Discussion and possible action regarding the request to change the title of the Public Works part time year round position description from “Parks Maintenance/Mowing” to “Parks Maintenance Worker”

Director Gillingham informed the Committee of the request to change the aforementioned position title.

Motion by Johnson to approve, second Bartlett, Approved 5-0

6. Discussion and possible action regarding the IT/Media Department’s WSTO Media Technician position description

Director Gillingham noted that the existing position had no prior position description.

Motion by Boersma to approve, second Bartlett, Approved 5-0

7. Future Agenda Items

- Director Gillingham stated that Human Resources is working on moving to paperless paystubs in 2018.
- Director Gillingham stated that we are waiting on the joint meeting of the CACP and Personnel committees.
- Director Gillingham reminded the Committee that the December meeting would be canceled.

Motion to adjourn Bartlett, Second Johnson, Approved 5-0. Meeting adjourned 7:45pm.