

PERSONNEL COMMITTEE MEETING MINUTES

Monday, June 1 @ 5:30

Mayor's Office

Present: Alders: Pat O'Connor, Paul Lawrence, Sid Boersma, Tom Majewski, and Mayor Donna Olson (ex-officio)

Absent & Excused: Tom Majewski (Absent)

Others in attendance:

CALL TO ORDER: Director Gillingham called the meeting to order at 5:31pm

1. Elect Chair: Sid Boersma, voted in as chair- unanimously
2. Elect Vice Chair: Pat O'Connor, voted in as vice-chair- unanimously
3. Approval of the Minutes of the April 13,2015 Personnel Committee Meeting
Motion by Boersma to approve the 4/13/2015 Minutes, Second by Lawrence, Motion carried unanimously.
4. Communications:
 - Norm Brekken set to retire at the end of July. Director Gillingham is working with Director Scheel to review the job descriptions and determine if the Master Electrician/Inspector responsibilities will stay within the job description.
 - Marilyn Granrud Memorial Service Reminder to the Committee
 - W/C Director Gillingham gave an over view of the open cases
 - New HR/RM Position filled- Ms. Skarda is transferring from the front desk.
 - Discussed Sgt's removal from the Union and the next steps.
5. Old Business
 - Utilities job descriptions- the committee was asked to review and be prepared to discuss and approve at the July Meeting.
 - Library Position Update: Director Gillingham explained that the job description was being reviewed and re-designed to meet the needs of the Library. Interviews to start mid-June.
 - Compensation Study- PAQ/JD to be reviewed and approved by the Mayor for the RM/HR position. Mayor and Director Gillingham to review all positions and provide feedback to Springsted by mid-June.

ADJOURNMENT

Motion to adjourn by Lawrence, second by O'Connor. Motion carried unanimously 4-0. Meeting adjourned at 4:35pm