

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, October 7, 2021 @ 6:00 pm

Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Thomas Majewski, Brett Schumacher, Mayor Swadley and Director Gillingham

Also in attendance: Director Glynn, Fire Chief Ripp, Director Ramsey, Director Hebert, Director Friedl, City Clerk Candee Christian

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:04 pm.

Chair Reeves explained that each presenter has 20 minutes in which to present including questions. She further stated that the committee would listen to their presentations, ask questions and then move on to the next presenter.

2. **Presentation by Parks & Recreation Director Dan Glynn**

See attached presentation.

- Addition of position – Recreation Coordinator – Youth & Aquatics

Reeves asked if there would be a cost savings in adding this position. Director Glynn stated there would be an overall increase but it would combine 3 jobs into one position. Director Gillingham noted there would be an increase of \$28,300, but recruiting for full time is much easier and the turnover has proven to be significantly lower.

3. **Presentation by Public Works Director Brett Hebert**

See attached presentation.

- Addition of two long term seasonal employees

Reeves asked how they determine "winter season". Hebert stated that at the end of October the long term seasonal employees move into "winter season" and are called in on as needed basis.

4. **Presentation by Fire Chief Josh Ripp**

See attached presentation.

- Addition of hours to existing Fire Technician position from 30 hours per week to 40 hours per week.

Director Gillingham added that the position is already qualified for full time benefits and the cost would be mainly 10 hours per week difference.

5. **Presentation by City Clerk Candee Christen**

See attached presentation.

- Addition of hours to existing Deputy Clerk position.

Majewski asked if the fees collected would cover the cost of the addition of hours to the position. He stated maybe it would be better to look at removing some of the licenses required. Clerk Christen stated that all fees are charged in a lump sum and not separate.

6. **Presentation by Human Resources & Risk Management Director AJ Gillingham**

See attached presentation.

- Addition of position- Administrative Assistant – 20 hours per week

Schumacher asked if it is different hiring at 20 hours. Director Gillingham stated that yes, no benefits included. There was some discussion regarding a part time vs a full time position and whether a full time position would be a benefit in the future.

7. Discussion & Possible Action regarding Personnel Requests

Reeves read State Statute 19.85(1)(c) moving the meeting into closed session at 6:51pm.

Motion to move to closed Majewski, Schumacher 2nd, All in favor 4-0

Motion to move out of closed session Tom Majewski 2nd Brett, All in favor 4-0

Motion made by Hundt to recommend four positions to Mayor Swadley for the 2022 Budget consideration. The positions are listed in the order of priority:

- 1) Senior Network Administrator**
- 2) Part-time 20 hrs./wk. HR Assistant**
- 3) Fire Technician from 30 hours to 40**
- 4) Recreation Coordinator**

The motion was 2nd by Majewski

Mayor Swadley asked for clarification regarding position number two- HR. He asked the committee if the 20 hours would include assistance in the Clerk's office. Committee Chair Reeves stated that the position is approved for HR only and does not include assistance in the Clerk's office.

All in Favor 4-0

8. Motion to adjourn Schumacher, second Hundt, All in favor 4-0. Meeting adjourned 8:00pm.