

## **PERSONNEL COMMITTEE MEETING MINUTES**

**Monday, December 14, 2015 @ 7:00pm**

**Mayor's Office**

**Present:** Alders: Sid Boersma (Chair), Pat O'Connor, Paul Lawrence, Thomas Majewski, Mayor Donna Olson (ex-officio) Director Gillingham

**Others in attendance:** Police Chief Greg Leck, Director Kardasz, Kim Jennings

1. **CALL TO ORDER:** Sid Boersma called the meeting to order at 7:03pm.
2. **Approval of the Minutes** of the October 1, 2015, October 5, 2015, and October 14, 2015 Personnel Committee meeting minutes. Motion by Lawrence, second by Majewski. Motion carried unanimously.
3. Director Gillingham updated the Committee on the rollout of the new benefit plan.
4. Chief Leck requested the Personnel Committee approve the request to hire, on contingency, one patrol officer position in 2015 and two more that will be created by retirements in early 2016. Leck stated that the department expects a savings of approximately \$20,000 in the 2016 budget due to the difference in personnel costs from senior employee salaries to entry level and said that this should offset the extra cost of these contingency hiring's. Leck stated this should not require any budget adjustments for 2016. Paul Lawrence put forth a motion to approve, second by Thomas Majewski. Motion carried unanimously.
5. Director Kardasz requested the Personnel Committee approve the request to update the Electric System Lead Journeyman Lineman Job Description to Electric System Supervisor. Also, to approve the compensation rate increase to \$39.42 for the Utilities Electric System Supervisor position. Director Kardasz stated that John McLain has been acting as a supervisor and as such should be given the title and compensation. Discussion between committee members regarding possible CVMIC training for the Electric System Supervisor. Director Gillingham asked if there were funds available for the compensation increase. Kim Jennings replied there is. Paul Lawrence put forth a motion to approve, second by Thomas Majewski. Motion carried unanimously.
6. Director Kardasz stated that the Personnel Committee had already approved the updated job description for the Utilities Billing and Metering Specialist and he requested that the compensation for this position be changed to \$24.42. This was based on the compensation scale received from Springsted. Paul Lawrence put forth a motion to approve, second by Pat O'Connor. Motion carried unanimously.
7. Director Kardasz requested the Personnel Committee approve the request to revise the Technical Operations Supervisors position to Assistant Utilities Director. Director Kardasz put forth his recommendation for the updated position. Discussion between committee members and Director Kardasz regarding his recommendation and the requirements of the position. Thomas Majewski put forth a motion to approve with the amended changes to broaden the scope of the

position requirements, second by Paul Lawrence. Motion carried (3-2) with Thomas Majewski and Sid Boersma voting no. Motion by Sid Boersma to send the compensation for the Assistant Utilities Director position to the Finance Committee with Utilities to provide funding explanation, second by Paul Lawrence. Motion carried unanimously.

**ADJOURNMENT**

Motion to adjourn by Lawrence, second by Majewski. Motion carried unanimously. Meeting adjourned at 9:02pm.