

## PERSONNEL COMMITTEE

AUGUST 20, 2012

The meeting was called to order at 5:46 p.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Redeker, Ald. Toellner

Members Absent:

Others Present: Mayor Moede, Ald. Sertich, Ald. Schmidt, Deanna Boldrey, Kathie Wild, Mike Kurutz, Ben Brown, Katie Leb, Christine Churchill, Don Neitzel, Chris MacNeill, Ron Wellner, Laurie Westfall

### Item #2 Approve the Minutes of July 16, 2012, meeting.

Motion by Ald. Redeker, second by Ald. Toellner to approve minutes of the July 16, 2012, meeting. Motion carried unanimously.

### Item # 3 Citizens Comments.

None.

### Item # 4 Clerk's Report.

A. Update on 2012 Elections.

Deanna Boldrey reported that at the August Primary there were 913 voters. This is approximately 30% voter turnout. Currently there are 3,093 registered voters. The next election is November 6.

### Item # 5 Discussion with Possible Recommendation of Job Description for Department of Public Works Employees.

Mike Kurutz gave history to the item. He explained that currently there are two job descriptions that mirror the old union contracts. He is blending them into one job description for evaluation purposes. Ald. Pasbrig commented that this will give Mike the tools he needs. Kathie Wild commented that he still has a Park Department and she questioned if the job description should be more specific.

Mike commented that he wants the flexibility; and to utilize everyone for both jobs through cross-training. Kathie reported that there are separate budgets for the Parks Department and Department of Public Works. Ald. Sertich questioned if the two budget areas should combine. It was noted that because of Transportation Aids and the reporting, the two cannot combine. Parks wages go through the Parks budget. Kathie Wild reminded that we need to know how to budget and allocate. Mike commented that he does not want separate job descriptions. Ald. Redeker commented that this for the personnel manual. Ald. Toellner commented to change the accounting. Ron Wellner commented that he had a similar situation at the Water Wastewater Department. Ald. Schmidt noted he agreed with Mike to clean up job description. Mike noted he wants to be able to shift people where the work is. Motion by Ald. Pasbrig, second by Ald. Redeker to recommend the Job Description for Department of Public Works Employees. Motion carried unanimously.

### Item # 6 Adjournment.

Motion by Ald. Redeker, second by Ald. Toellner to adjourn at 5:57 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk