

**PERSONNEL COMMITTEE**

**SEPTEMBER 19, 2011**

The meeting was called to order at 5:00 p.m. by Ald. Pasbrig with the following Roll Call:

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

Members Absent:

Others Present: Mayor Moede, Deanna Boldrey, Kathie Wild, Ald. Sertich, Ald. Schmidt, Ald. Schaefer, Mike Kurutz, Chris MacNeill, Roger Williams, Bill Stanke, Ben Brown, Christine Churchill, Katie Leb

Item #2 Approve the Minutes of August 15, 2011, meeting.

Motion by Ald. Redeker, second by Ald. Toellner to approve minutes of the August 15, 2011, meeting.

Motion carried unanimously.

Item # 3 Citizens Comments.

None.

Item # 4 Clerk's Report.

A. No Report.

Item # 5 Discuss/Recommend Public Works Job Description.

Ald. Pasbrig invited Mike Kurutz to introduce the item. Mike noted that with the passing of Act 10 and the passing of the Grievance Procedure and need for performance evaluations, a job description is needed. He went back into the system to old job descriptions and found some out of date. This job description is a non-union working foreman, hourly position that is eligible for overtime. The job description is title as Public Works Superintendent. This position would be in charge of the crew and report directly to Mike. There would be a six month evaluation. Mike noted that this would be offered to current employees at the garage who can respond to Mike in writing if interested. Ald. Pasbrig opened discussion up to the entire Council. Ald. Redeker questioned if this is creating a new position? Mike noted it is not. Ald. Sertich questioned if the hourly rate is already in place and Mike answered that it is. Motion by Ald. Pasbrig, second by Ald. Redeker to recommend the Public Works Superintendent Job Description. Motion carried unanimously.

Item # 9 Adjournment.

Motion by Ald. Redeker, second by Ald. Toellner to adjourn at 5:07 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk