

Personnel Committee
March 3, 2016

Members Present

Chairman Heberling
Alderman Jones
Alderman Moore

Absent

Alderman Burtle

Also Present

Alderman Budd
Alderman Walters
Alderman Vota
Mayor Greg Brotherton
Dave Herpstreith
Dave Speagle
Jacque Nation
Luke McLeod
Mike Crews
Andy Goodall
Matthew Adermann
Owen Lasswell
Cindy Brown

Chairman Heberling called the meeting to order at 6:00 p.m.

Bid and/or Advertise Heavy Equipment Operator for Street Department

Due to a recent retirement, Superintendent Wiseman requests to Bid and/or Advertise for a Heavy Equipment Operator in the Street Department.

Motion by Alderman Jones and seconded by Alderman Moore to recommend to the City Council to Bid and/or Advertise for a Heavy Equipment Operator in the Street Department.

Motion carried 3-0.

Bid and/or Advertise Working Foreman in the Street Department

Due to a recent bid award, Superintendent Wiseman requests to Bid and/or Advertise for a Working Foreman position in the Street Department.

Motion by Alderman Moore and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise a Working Foreman position in the Street Department.

Motion carried 3-0.

Bid and/or Advertise Office Level I position in the Treasurer Office

Due to a recent transfer, Treasurer Nation requests to Bid and/or Advertise an Office Level I position in the Treasurer's Office.

Motion by Alderman Jones and seconded by Alderman Moore to recommend to the City Council to Bid and/or Advertise an Office Level I position in the Treasurer Office.

Motion carried 3-0.

Bid and/or Advertise Crew Leader position in the Water Department

Superintendent Speagle requests to Bid and/or Advertise for a Crew Leader position in the Water Department due to a possible resignation.

Motion by Alderman Moore and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise a Crew Leader position pending a resignation letter from the employee. Motion carried 3-0.

Summer Help Requests

The following is a list of requests from various departments for Summer/Seasonal employees for the 2016 summer season.

- HBO** 1 high school/college student employee

- Water** 3 high school/college students

- Street/Sewer** 6 high school/college students

- Cemetery** 5 total/Unique and/or high school/college students

- Lake** 2 high school/college student
 1 Marina Clerk returning
 1 Lake Guard returning

Motion to approve by Alderman Moore and seconded by Alderman Jones to recommend to the City Council the summer help requests as presented for each department and to advertise the positions. Motion carried 3-0.

CDL Training Reimbursement Agreement

Chairman Heberling recently distributed the CDL Training Reimbursement Agreement draft for the Aldermen to review. After much discussion, there will be some verbiage changes and the agreement will be redistributed at the next meeting in April.

Sick Leave Donation Program

Mayor Brotherton would like the Committee to think about the City donating a one- time 30 day allowance to jump start this program. As there are upcoming needs from employees, this allows for the employees to start utilizing the program. The employee who has a need for this program will have to request an application and upon review they will be given a response to the request.

Motion by Alderman Moore and seconded by Alderman Jones to recommend to the City Council a one-time 30 day donation from the City. Motion carried 3-0.

Any Other Matters

Chief Crews presented a request to ask permission to sign an MOU allowing an employee an extension to complete a training class as he will be on a military training session while Paramedic class is in session. Chairman Heberling asked him to give copies to the Aldermen to review. If someone is on a military assignment he believes we have to allow them to go and we should not have an issue taking care of this for him.

Adjournment

Motion by Alderman Jones and seconded by Alderman Moore to adjourn.
Motion carried 3-0. The meeting adjourned at 7:05 p.m.

Rob Heberling, Personnel Committee Chairman