

Personnel Committee  
January 3, 2013

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce  
Alderman Jones

Also Present

Mayor Brotherton  
Cindy Brown

Chairman Heberling called the meeting to order at 6:30 p.m.

**Review Status of Working Foreman Position for Street Department**

Chairman Heberling discussed the need to create a job description for the Working Foreman position, which could be changed to a Non-Bargaining position. The Committee agreed to proceed within the next 30-60 days to develop a description to present to the AFSCME Union.

**Laborer Position**

Chairman Heberling discussed how important it is to have someone here at all times to do the necessary job duties to maintain the Municipal Building. Due to a vague job description, it would benefit the person who is hired to know exactly what is required of them to do. A consensus was made by the Committee to table this until the next Personnel Committee meeting in February in order to update the job description.

**Any Other Matters**

Human Resource Manager Cindy Brown requested that tuition reimbursement for an employee be put on the next Personnel Committee Agenda for February. Cindy will gather the information needed for the next meeting.

**Adjournment**

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn at 7:18 p.m.

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Rob Heberling  
Personnel Committee Chairman