

Personnel Committee  
February 7, 2013

Members Present

Chairman Heberling  
Alderman Burtle  
Alderman Koonce  
Alderman Jones

Also Present

Mayor Brotherton  
Cindy Brown  
Alderman Walters  
Superintendent Speagle  
Andy Lasswell  
Larry Budd

Chairman Heberling called the meeting to order at 6:19 p.m.

**Educational Reimbursement Approval**

An Educational Tuition receipt was presented to the Committee on behalf of Assistant Fire Chief Mike Crews by HR Cindy Brown. Mike Crews completed a course in Composition I, which is a prerequisite to fulfilling the Emergency Medical degree related to Emergency Services. The total expense for the tuition is \$268.50.

HR Brown will inform Mike Crews, pursuant to the Non-Bargaining Policy, to obtain approval in advance of the course study, and then reimbursement is permitted through the voucher system. The individual courses do not have to come to the Committee for approval.

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council a tuition reimbursement in the amount of \$268.50. Motion carried 4-0.

**Summer Help Requests**

The following is a list of requests from various departments for Summer/Seasonal employees for the 2013 summer season.

<b>HBO</b>	1 high school/college student employee
<b>Water</b>	3 Unique/college students
<b>Street/Sewer</b>	4 college students 2 Man Power during brush pick-up from March 18th- April 26 <sup>th</sup>
<b>Cemetery</b>	5 total/Unique and/or college students
<b>Lake</b>	1 college student or high school student 2 Unique

Motion to approve by Alderman Koonce 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 4-0.

### **Heavy Equipment Operator Applications**

Superintendent Dave Speagle presented the Heavy Equipment Operator Applications to the Committee for review. The Committee granted permission to Superintendent Speagle, to test the applicants and make a decision. All members were in favor of moving forward with the testing and hiring of the Heavy Equipment Operator position in the Water Department.

### **Laborer Position for Municipal Building**

Chairman Rob Heberling asked Human Resource Manager Brown for an update regarding the Laborer position bid for the Municipal Building. The bid process did take place and as a result, one bid from Debbie Radzimanowsky was presented. The Committee suggested that the Mayor and HR Cindy Brown discuss the expected duties required for that position with Debbie in order to allow her to begin the duties full time.

### **Any Other Matters**

A request to attend the upcoming IPELRA 2013 Employment Law Seminar was presented by HR Cindy Brown. Mayor Brotherton recommended that Cindy attend this year as it would be a valuable learning tool for her job duties. The cost to attend with hotel expenses is \$280.00. All members are in favor of Human Resource Manager attending the seminar.

### **Adjournment**

Motion by Alderman Koonce and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 6:49 p.m.

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Rob Heberling  
Personnel Committee Chairman