

PERSONNEL COMMITTEE
THURSDAY, JANUARY 24, 2013 AT 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Kupsik at 4:03 p.m.

Roll Call. Present: Aldermen Kupsik, Wall, Krohn and Hill. Absent: Alderman Kehoe (arrived at 4:05 p.m.). Others in attendance: Police Chief Rasmussen, Library Director Peterson and City Clerk Hawes.

Approval of Minutes from December 19, 2012 meeting as distributed

Kupsik/Krohn motion to approve. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Review of Anti-Discrimination & Harassment and Conflict of Interest & Confidentiality chapters of Employee Handbook

Alderman Wall said the sections looked good. Chairman Kupsik agreed. Alderman Hill said she would review the sections and e-mail her comments to City Clerk Hawes. Police Chief Rasmussen suggested the Committee review a memorandum from past City Attorney Reilly for a different definition of the term "relative." City Clerk Hawes said he would review that information and provide a revision of the section to the Committee. Chairman Kupsik suggested the Committee review Chapters 5-9 for the next meeting.

Discussion/Recommendation on parking supervisory position and job description

Alderman Hill said she would like to see how this position would fit into the parking department as a whole. She said she would like to see a recommended organizational chart from the City Administrator.

Alderman Wall said he did not feel this type of position was warranted. He said there are less parking stations with the new system than there were parking meters to take care of. Mr. Wall said another staff person could easily review parking data with the computer software. He suggested the City add an assistant position to the City Administrator to help oversee parking and assist with other projects. He said he didn't know what a parking operations supervisor would be doing with their day in the dead of winter.

Chairman Kupsik said there are ongoing maintenance needs involved with the new system. He said the current Parking Meter Supervisor stated she was not interested in taking on this type of role on a full-time basis. Mr. Kupsik said an alternative to hiring an operations supervisor would be purchasing the 24-hour service plan at the cost of \$1,000 per machine. Alderman Krohn said she was under the impression that the new system would not require ongoing maintenance. Alderman Kehoe suggested the Committee identify a list of the top needs of the parking department that need greater attention. Alderman Hill agreed, stating that the City Administrator should work with current Meter Supervisor to put together a list of the existing "holes" in the department and what would be addressed by a new position.

Kehoe/Krohn motion to continue to the next meeting on February 21, and to invite Meter Supervisor Johnson and Parking Commission Chairperson to the meeting to further discuss the needs of the parking department. Unanimously carried.

Discussion on future agenda items

Chairman Kupsik said the Committee could continue working on the employee handbook and the parking supervisory position.

Adjournment

Hill/Wall motion to adjourn at 5:12 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**