



# PERSONNEL COMMITTEE MEETING

## THURSDAY, APRIL 24, 2014 – 4:00PM

### CITY HALL, CONFERENCE ROOM 2A

#### MINUTES

1. **Meeting called to order by Chairman Kupsik at 4:10pm.**
2. **Roll Call**  
Present: Kupsik, Chappell, Wall, Hill  
Not Present: Taggart (excused)  
Also Present: Mayor Connors, Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler, Comptroller Pollitt, Attorney Draper
3. **Comments from the public limited to 5 minutes**  
None
4. **Approval of minutes from March 27, 2014; April 2, 2014; April 4, 2014; April 9, 2014; April 10, 2014; and April 16, 2014**  
**Motion #1:** Chairman Kupsik moved to approve minutes from March 27, 2014; April 2, 2014; April 4, 2014; April 9, 2014; April 10, 2014; and April 16, 2014, Alderman Hill seconded, and the motion passed unanimously.
5. **Discussion of Assistant Director of Public Works candidate search**  
Administrator Jordan informed the Committee about the statuses of candidates and advised the Committee that unless they plan on offering more money, they might as well begin the search again.  
  
Alderman Wall asked if the salary was listed when the job was advertised.  
  
Administrator Jordan replied it was not as the Committee instructed him to be vague.  
  
Alderman Hill said the rate of \$60,000 per year may not be adequate to attract a candidate as it is below the market rate for such a position.  
  
Chairman Kupsik asked if the Committee should offer \$70,000 to Mr. Tom Earle. He said the City may have to pay more in order to get a quality employee. He added the residency restriction may be an issue, but the Council could make an exception for him.  
  
**Motion #2:** Chairman Kupsik moved to direct staff to negotiate with Tom Earle up to \$72,000 for the position of Assistant Director of Public Works, Alderman Hill seconded, and the motion passed unanimously.

Attorney Draper provided an update with the statutory differences between Comptroller and Deputy Clerk-Treasurer. He informed the Committee an Ordinance will have to be drafted establishing the position of Comptroller as one of the City's officers.

**6. Discussion of Building and Zoning Administrative Assistant candidate search**

Administrator Jordan informed the Committee the City will have to open up the search as Jackie Gregoles is now the Deputy City Clerk-Treasurer.

**Motion #3:** Alderman Hill moved to open up the search for Building and Zoning Administrative Assistant and it will be considered open until filled, Alderman Wall seconded, and the motion passed unanimously.

**7. Discussion of Parking Department staffing**

Administrator Jordan said the new Parking Operations Supervisor will be starting soon, and the staffing level will be assessed at that time.

Alderman Hill suggested the new Parking Operations Supervisor have the ability to reorganize the department and change titles if needed.

Chairman Kupsik asked the Committee if it is necessary if it has to hire all staff members. He recommended allowing staff to hire junior positions while the Personnel Committee is tasked only hiring executive level staff.

**8. Adjourn**

**Motion #4:** Chairman Kupsik moved to adjourn, Alderman Hill seconded, and the motion passed unanimously.

The meeting adjourned at 4:42pm.

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Tim Neubeck, City Clerk

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