

**PERSONNEL COMMITTEE MINUTES
THURSDAY, SEPTEMBER 25, 2014 – 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4:01 p.m.

Roll Call. Present: Aldermen Chappell, Hill, Kupsik and Wall. Also in attendance: City Administrator Jordan.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on RFP for Recruitment Services for City Administrator position
The Committee reviewed the Request for Proposal prepared by the City Administrator for recruitment services for the City Administrator position.

Hill/Wall motion to direct the City Administrator to send the request for proposals to all government recruitment firms and to place the RFP on the City's web site. Unanimously carried.

Discussion/Recommendation on Accountant Job Description
The Committee then reviewed the job description and salary range for the accountant position.

Hill/Kupsik motion to approve the job description and salary range for the accountant position and to move forward to fill the position. Unanimously carried.

Adjournment

Hill/Kupsik motion to adjourn at 4:17 p.m. Unanimously carried.

/s/ Dennis Jordan, City Administrator

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE