

**PERSONNEL COMMITTEE MINUTES  
THURSDAY, JUNE 13, 2013 – 4:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4:04 p.m.

Roll Call. Present: Aldermen Hill, Wall, Taggart, Kehoe and Kupsik. Also in attendance: City Administrator Jordan, Building/Zoning Administrator Brugger and City Clerk Hawes.

**Comments from the public limited to 5 minutes.** None.

**Discussion/recommendation on recruitment process for building inspector/zoning administrator position**

Administrator Jordan reported that Building/Zoning Administrator Brugger submitted a letter announcing his plan to retire. Administrator Jordan said he would like to begin the recruitment process for Mr. Brugger's successor as soon as possible. Administrator Jordan distributed a job description for the building/zoning administrator position. He said he would like to advertise the job opening through the League of Municipalities, local newspaper and building inspector association. Alderman Hill suggested the less-critical qualifications be identified as "preferred" in order to attract more applicants. The Committee discussed the salary range and timeline for the recruitment and interview process.

**Hill/Wall motion to instruct staff to proceed with advertising for the building/zoning administrator position with a salary range of \$55,000-\$65,000, with an application deadline of July 19, a review period during the week of July 22 and interviews during the week of July 29.** Alderman Kehoe suggested the advertisement promote a competitive benefit package. **Motion carried 4 to 0, Kehoe abstained.**

Considerable discussion followed relating to Mr. Brugger's last day and the benefits the City provides upon retirement. The Committee asked Mr. Jordan to review Mr. Brugger's contract, to research past practices on retirement benefits and report back to the Committee at its next meeting. The Committee agreed to hold another special meeting on Monday, June 17 at 3 p.m.

**Adjournment**

Taggart/Kehoe motion to adjourn at 4:59 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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