

**PERSONNEL COMMITTEE MINUTES  
WEDNESDAY, JULY 17, 2013 – 4:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4pm.

Roll call. Present: Aldermen Hill, Wall, Kehoe, and Kupsik. Absent: Alderman Taggart. Also present: City Administrator Jordan, Building/Zoning Administrative Assistant Special and Deputy Clerk Roenspies.

Comments from the public limited to 5 minutes. None.

**Review of applications/resumes for Building Inspector/Zoning Administrator position and recommendation for candidate interviews.**

City Administrator Jordan presented a chart of the candidates and their qualifications; he recommended five based on his review of those qualifications. Discussion followed on the types of qualifications required and questions to be asked in the interviews.

Kupsik/Hill motion to interview the top five and bring them in for a first interview. Unanimously carried. The committee agreed to hold the first interviews on Friday, July 26 at 9:00am, 9:45am, 10:30am, 11:20am and 12:05pm. If second interviews are necessary, the committee members felt Wednesday, July 31 would work the best for all. Alderman Wall said he would not be available until noon on that day. Administrator Jordan will put together a list of questions and committee members may add additional questions, as long as all the candidates are asked the same questions.

Kupsik/Wall motion to adjourn at 4:32pm. Unanimously carried.

/s/Artis M. Roenspies, Deputy Clerk

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