



PERSONNEL COMMITTEE MEETING
MONDAY, NOVEMBER 18, 2013 – 4:30PM
CITY HALL, CONFERENCE ROOM 2A
MINUTES

1. **Meeting called to order by Chairman Kupsik at 4:30pm**
2. **Roll Call**
Present: Kupsik, Wall, Hill, Kehoe
Absent: Taggart
Also Present: City Administrator Jordan, Clerk Neubeck, Police Chief Rasmussen, Treasurer Klein
3. **Comments from the public limited to 5 minutes**
None
4. **Review of applications/resumes for Building and Zoning Administrative Assistant position and recommendation for candidate interviews**
Administrator Jordan explained the preference is those with both public sector experience, and building and zoning experience.

Alderman Wall asked if Administrator Jordan and Building & Zoning Administrator Robers can conduct the search and bring their candidates to the Committee.

Administrator Jordan agreed and said executive staff typically goes through candidates and brings them to the Personnel Committee for a final recommendation.

Alderman Hill agreed and said the Personnel Committee should not be involved until the final decision.

Alderman Kupsik added all employees are approved by the City Council with only a recommendation from the Personnel Committee.

Administrator Jordan said the position is to assist Building & Zoning Administrator Robers, and wording can be changed on the posting that the position is open until filled.

Motion #1: Alderman Hill moved to instruct staff to change the posting date of the Building and Zoning Administrative Assistant position to be open until filled as well as having staff vet candidates for the position, Alderman Wall seconded, and the motion passed unanimously.

Alderman Kupsik asked how long the search is anticipated to last.

Administrator Jordan replied it will depend on how long the newspaper will take to send out the posting; however, the posting will be available on the City website and advertised on social media.

5. Adjourn

Motion #2: Alderman Hill moved to adjourn, Alderman Wall seconded, and the motion passed unanimously.

The meeting adjourned at 4:47pm.

Tim Neubeck, City Clerk

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