

# **PERSONNEL COMMITTEE MINUTES**

**THURSDAY, NOVEMBER 20, 2014 – 4:00 P.M.**

**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Chairman Kupsik at 4:08 p.m.

**Roll Call.** Present: Aldermen Chappell, Hill, Kupsik, Hedlund, and Wall. Also in attendance: City Administrator Jordan, City Clerk Waswo, and City Comptroller Pollitt.

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

**Approval of Personnel Committee minutes for May 27, 2014, June 9, 2014, June 16, 2014, June 25, 2014, July 28, 2014, August 15, 2014 and September 25, 2014 as prepared and distributed.**

Hedlund/Hill motion to approve minutes as prepared and distributed. Unanimously carried.

## **Discussion/Recommendation on hiring a Treasurer for the City.**

Lorraine Briere was recommended by City Administrator Jordan. Her official title is Financial Analyst/Treasurer. This is a full time, hourly position with benefits. Ms. Briere has proven to be very efficient in her duties and has helped with the work load to the City Comptroller.

Hill/Hedlund motion to approve. Motion carried.

## **Discussion/Recommendation on RFPs for search firms for City Administrator Position.**

The Committee discussed the five proposals they received back. Alderman Kupsik questioned if the Mayor wanted an ad hoc committee to hire the City Administrator. The Personnel Committee will hold interviews with The Nowak Consulting Group, PPA and GovHR USA. Motion carried unanimously.

## **Discussion/Recommendation on changes to organizational chart.**

City Clerk Waswo went over the recent changes to the organizational chart. The changes were noted as the Assistant City Clerk, Front Clerk A, Front Clerk B and Financial Analyst/Treasurer.

Hill/Wall motion to make the changes as recommended on the organizational chart. Motion carried.

## **Adjournment**

Wall/Kupsik motion to adjourn at 4:38 p.m. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

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