

PERSONNEL COMMITTEE MINUTES
TUESDAY, AUGUST 6, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The meeting of the Personnel Committee was called to order by Alderperson Skates at 4:31 p.m.

Roll Call

Present: Skates, Halverson, and Flower

Absent: Proksa and Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the July 2, 2019 Personnel Committee Meeting

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

City Administrator Nord noted that this is the final draft for the job description and that he did not receive any feedback on the description. Flower noted that there was talk about having a recreation department at some point in time and felt that this position could take some of those responsibilities as well. She would like to see this position take responsibility for the bike/pedestrian plan and the facilitation of Veteran's Park. The committee discussed concerns over if the position would be full time or part time or even a contracted position. The Finance Director expressed concern with how this position would be financed.

Motion by Skates to approve the Harbormaster job description as a part-time position with the hours worked not to exceed 1,200 and refer to the Finance, Licensing, and Regulation Committee for approval, second by Flower. Motion carried 3-0.

Discussion/Recommendation regarding Riviera Events Coordinator position

City Administrator Nord stated that Stephanie Copsey has been handling this task as an independent contractor. He asked that this continue as an independent contractor versus a city employee. He is hopeful to have the Tourism Commission continue to fund her work through grants. No action taken.

Discussion/Update regarding City Health Insurance

Finance Director Hall noted that the City's benefits consultants indicated that the city should continue with the current insurance as changing could harm the City's ability to find affordable health insurance. She added that the quotes won't be available until sixty days before the new year. Due to the City not knowing the costs until mid-October, it was suggested that the City earmark 10% in the budget for the health insurance cost. The benefits consultants will be presenting to the Personnel Committee in September. No action taken.

Discussion/Update regarding City Employer Clinic

City Administrator Nord noted that there has been a slight increase in the recent months and the most common complaint is still the hours of availability.

Future Agenda Items

-City Employer Clinic

Adjourn

Motion by Halverson to adjourn, second by Flower. Motion carried 3-0. Meeting adjourned at 5:39 p.m.