

PERSONNEL COMMITTEE MINUTES
TUESDAY, FEBRUARY 4, 2020 – 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 Chairperson Proksa at 4:30 p.m.

Roll Call

Present: Straube, Flower & Proksa

Absent: Skates & Halverson

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

None

Approval of the minutes from the January 7, 2020 Personnel Committee Meeting

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

Discussion/Recommendation regarding Parking Manager Job Description and authorization to post position

City Administrator Nord stated that the revised job description for the Parking Manager position was in the packet for consideration. He added that all members of Leadership Team were able to review and add any changes or additions they felt pertinent. Flower stated that she would like the description to include knowledge of the other City software programs, not just parking related. Nord stated that the Finance Committee will be considering this and would like the approval to post this as soon as possible.

Motion by Flower to approve the job description with the changes mentioned and authorize the posting of the job ad, second by Straube. Motion carried 3-0.

Halverson joined the meeting at 4:39 p.m.

Future Agenda Items

- Personnel Checklist
- Parental Paid Leave Policy
- Seasonal Staff Hiring

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 4:40 p.m.