

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, JULY 2, 2019 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

Meeting called to order by Chairperson Proksa at 4:32 p.m.

**Roll Call**

Present: Proksa, Halverson, Skates, and Flower

Absent: Straube

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

None

Approval of the minutes from the June 4, 2019 Personnel Committee Meeting

Motion by Halverson to approve the minutes from June 4, 2019 Personnel Committee, second by Skates.  
Motion carried 4-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

Proksa reviewed the job description and noted that this position would now be under the direction of the Public Works Director versus the City Administrator. This position would also oversee the beach staff and would eliminate the beach managers. The committee discussed moving the bullet point regarding collecting slips/buoys to be included with the processing of rental forms as this is all inclusive. The committee discussed that the Harbormaster should attend all meetings of the Piers, Harbors, and Lakefront Committee. City Clerk Kropf noted that this position should also be required to obtain a notary to handle the residential affidavits. Flower indicated that there should be tasks added that include the oversight/management of cash disbursement for the beach. Mayor Hartz noted that “lakefront area” is referenced multiple times and that area should be identified. Committee discussion included on whether this position should be hourly or salaried. The committee asked for numbers for hourly wages and salaried wages to be brought back for consideration. No discussion.

Discussion/Possible Recommendation regarding need to hire additional Beach Staff to aid in restroom cleaning

Director of Public Works Earle stated that he feels that he can’t keep up with the demand that is necessary to keep the bathrooms clean. He noted that his staff has a lot of duties and that they can’t always keep the bathrooms in the condition that they should be. He would like to see approximately three employees at twenty hours a week to rotate and clean the bathrooms/maintain the grounds. He stated that this would be necessary primarily in the summer or when the beach is seeing the most attendance. The committee noted that there needs to be a review of the current beach staffing and it should be brought back to the committee for consideration.

Motion by Skates to direct staff to meet with the current beach manager to discuss staffing and duties and to report back to the committee, second by Halverson. Motion carried 4-0.

Discussion/Update regarding City Health Insurance

The committee would like to have the HR Director and a liaison from Cottingham & Butler available at the next meeting to discuss. No action taken.

Discussion/Update regarding City Employer Clinic

The committee would like to talk with Natalie Ellingson about the employer clinic at the next meeting. No action taken.

Future Agenda Items

Adjourn

Motion by Flower to adjourn, second by Skates. Motion carried 4-0. The meeting adjourned at 5:52p.m.