

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, OCTOBER 2, 2018 – 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

Chairperson Proksa called the meeting to order at 4:32 p.m.

Roll Call:

Clerk Kropf called the roll and noted that Proksa, Skates, Flower, and Straube were present with Halverson being absent. Others present included: Mayor Hartz, Interim City Administrator Berner, Finance Director Hall, Clerk Kropf, and Alderperson Hedlund.

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

None

Approve the Personnel Committee minutes from September 4, 2018, as prepared and distributed

Motion by Skates to approve, second by Straube. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding City Hall Front Counter Position Wage Grade and Wage Scale

Finance Director Hall explained to the committee that there has been another resignation within the front counter position at City Hall. When asked, that individual explained that she enjoyed her job and the people she worked with, however was offered more money at this other position. Hall noted that the Front Counter positions are some of the lowest paid positions within the City and feels that they should be re-evaluated. She added that these positions have taken on more responsibilities as well.

Committee members indicated that other communities should be surveyed to determine what their front counter staff is being paid. Clerk Kropf noted that it would be difficult to survey surrounding communities as other municipalities' administrative assistant staff don't necessarily encounter the issues and traffic as our staff does. She also added that those jobs are extremely difficult when faced with angry customers. Hall indicated that she is concerned that this position will become a revolving door and will cost the City more money in overtime to cover vacancies than what it would cost to give the staff a raise.

Halverson joined the meeting at 4:42 p.m.

Hall stated that she felt these positions should be at the same grade as the Water Utility Clerk or a grade six, not a four as they currently are. The Committee discussed the need to evaluate the duties of the front counter staff and how to compensate them properly. They also inquired how an increase would affect other City staff. They also asked that future meetings be held to discuss this further. No action was taken.

Adjourn

Motion by Flower to adjourn, second by Skates. No discussion. Motion carried 5-0. The Personnel Committee meeting adjourned at 5:01 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE