



City of Rock Falls

Personnel Committee Meeting Minutes

Date: 01/24/08 Time Meeting Started: 7:00pm

Time Meeting Ended: 8:35pm

Members		Also Attended	
Chairperson Alderman Thurm	P	Paul Jakuczbak	P
Alderman Vandersnick	P	Chief J.W. Larson	P
Alderman Reitzel	P		
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7pm	<ul style="list-style-type: none"> Committee called to order at 7pm 	No action.
2. Review/ Approve Minutes; December 27, 2007	<ul style="list-style-type: none"> Minutes approved as presented. 	No action.
3. Insurance Report-City Clerk	<ul style="list-style-type: none"> Committee reviewed report and accepted as presented. 	No action.
4. Department Safety Reports	<ul style="list-style-type: none"> Committee was pleased that all safety minutes were submitted, and accepted them as presented. 	No action.
5. New Business: a) Apprentice Lineman Job Description- Steps 1-4 (referred back from Council)	<ul style="list-style-type: none"> Committee discussed at length the issue. Committee requested Alderman Kuhlemier and Mayor be in attendance for the discussion, and issue would be tabled until they can attend meeting. 	Tabled.
5. New Business b) GIS/IT Compensation Discussion	<ul style="list-style-type: none"> Committee discussed issues with GIS position. Salary range would be set from \$45,000 to \$60,000. To start, employee would be offered one week of vacation and then would follow the Personnel handbook for vacation accrual. Health Insurance would be set at 80% paid by the City. The Committee also agreed that this would be new percentage for newly hired management level employees. Advertisement for position will start ASAP. 	Advertisement would commence immediately.
5. New Business c) Holiday Party Discussion	<ul style="list-style-type: none"> City Administrator discussed issue on Holiday Party. Committee directed holiday party be done in common sense manner and as long as issues do not arise work could be completed during the normal work day under the discretion of the department head involved. 	No action.
5. New Business d) Employee Alcohol/Drug Training	<ul style="list-style-type: none"> Committee discussed, and determined that this issue would be possibly part of the New Employee orientation. 	No action.

6. Committee member Items.	<ul style="list-style-type: none">• No actions.	No action.
7. Review/Approve Committee meeting minutes.	<ul style="list-style-type: none">• Committee reviewed minutes as presented and accepted.	No Action.
8. Adjournment.	<ul style="list-style-type: none">• Committee adjourned at 8:35pm.	No action.

Richard Downey, Recorder, Rock Falls Personnel Committee