



City of Rock Falls

Personnel Committee Meeting Minutes

Date: 05/22/2008

Time Meeting Started: 7:00 pm

Time Meeting Ended: 7:52pm

Members		Also Attended	
Alderman Thurm (Chairman)	P	Mayor Blanton	P
Alderman Vandersnick	P		
Alderman Reitzel	A	Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7:00pm	<ul style="list-style-type: none"> Committee called to order at 7:00pm 	No action.
2. Worker's Compensation/Insurance Report-City Clerk	<ul style="list-style-type: none"> Committee reviewed, and requested that the Fire Chief post a memo regarding safety glasses and usage in the Fire Department, as the committee would hate to see anyone get hurt. 	Committee accepted as presented.
3. Department Safety Reports	<ul style="list-style-type: none"> Committee reviewed departmental safety reports. They questioned the repairs on the sewer roof, and City Administrator reported it had been repaired. Committee declined request from the Water department for 10 hour day shift in their safety minutes. 	No action.
4. Employee Safety Committee Report-Mr. Downey	<ul style="list-style-type: none"> City Administrator reported on Employee Safety meeting. 	No action.
5. Old Business: a) Apprentice Lineman Job Description.	<ul style="list-style-type: none"> Committee discussed this issue at length. Mayor requested that this item be tabled until next meeting where the issue would be settled. 	Tabled until next meeting.
5. Old Business b) Building Department & Mayor's Secretary Job Description.	<ul style="list-style-type: none"> Mayor requested item be tabled until next meeting. 	Tabled until next meeting.
6. New Business a) Tuition Reimbursement Request	<ul style="list-style-type: none"> Committee reviewed tuition reimbursement requests. Committee accepted tuition reimbursement requests as presented. 	Items will be sent to City Council for approval.
6. New Business b) Phone Reference Checks-Mr. Downey	<ul style="list-style-type: none"> City Administrator reported on Telephone Reference Check for information. 	No action.
6. New Business c) Summer Hires -Wage Discussion	<ul style="list-style-type: none"> City Administrator reported on summer helpers. Those that have worked with city in the past will be at \$7.75 and new employees will start at \$7.50. 	No action.
7. Committee Member Items.	<ul style="list-style-type: none"> Mayor reported on meetings he has been having with each of the departments. He has been getting some very good feedback from each of the departments and he hopes to do these meetings in the future. 	No action.

8. Review/Approve Committee Minutes	<ul style="list-style-type: none">• Committee reviewed minutes as presented and accepted.	No action.
9. Adjournment.	<ul style="list-style-type: none">• Committee adjourned at 7:52pm.	No action.

Richard Downey, Recorder, Rock Falls Personnel Committee