



# City of Rock Falls

## Personnel Committee Meeting Minutes

Date: 08/27/09 Time Meeting Started: 7:00 pm

Time Meeting Ended: 8:35pm

Members		Also Attended	
Alderman Thurm (Chairperson)	P	Bill Wescott, City Clerk	P
Alderman Vandersnick	P	Mike Shelley, FOP Labor Council	P
Alderman Reitzel	P	Connie Person, Patrol officer	P
<b>Also Attended</b>		Ture Person	P
		Mike Kuelper, Police Chief	
		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"> <li>Committee called to order at 7:10pm</li> </ul>	No action.
2. Executive Session-Enter Info Executive session for: Personnel - Section 2 (c ) (2)	<ul style="list-style-type: none"> <li>Committee entered into Executive session at 7:14pm</li> <li>Committee exited from Executive session at 7:23pm.</li> <li>Committee determined that at their next meeting they would continue discussion on item and that it would be placed on the agenda for further action.</li> </ul>	Item would be placed on next agenda for action.
3. Worker's Compensation Liabilities Update.	<ul style="list-style-type: none"> <li>No new claims were filed for worker's comp issues.</li> <li>Liability claim was presented for issue in the electric department and committee recommended that bill be paid for this cost of the equipment claimed.</li> <li>City Clerk also reported on lightning strike on water tower, which caused a large amount of damage. Including phone system to water tower, light on water tower, internal radio equipment and T6 wireless equipment was damaged. Inside the water plant there were also damages to the internal SCADA system and the rotometer that run the chlorine system was damaged. The department until further notice will be on 24 hour monitoring by the Water department. Committee suggested City Administrator to speak with Water Superintendent to see about scheduling of employees in water plant.</li> </ul>	Committee accepted the reported and thanked City Clerk.
4. Department Safety Reports	<ul style="list-style-type: none"> <li>Committee reviewed department safety reports. Committee requested that the Fire Department please get the safety meeting minutes to them before their meeting. All the minutes were accepted as presented.</li> </ul>	Committee accepted the minutes as presented.
5. Unfinished Business: a) Revisions to Personnel Handbook.	<ul style="list-style-type: none"> <li>City Administrator requested that article regarding retirement at age 70 be removed from the personnel handbook. Committee accepted revision as accepted.</li> </ul>	Item would be removed from the existing personnel handbook.

5. New Business: a) Employee Perception Survey Proposal (referral from Electric Committee)	<ul style="list-style-type: none"> <li>Committee reviewed information and discussed. They requested getting numerous quotes, and that any proctor for the surveys be the one handing out the survey, as well as handling the identification of each survey.</li> </ul>	Committee requested item to be placed under unfinished business at their next meeting.
5. New Business b) Accepted Firefighters Resignation.	<ul style="list-style-type: none"> <li>Mr. Andrew Kitson a current Firefighter is leaving for another city and has issued a resignation. Committee accepted resignation of Firefighter Kitson and wished him well in his new career.</li> </ul>	Committee accepted resignation of firefighter.
5. New Business c) Temporary Employee Street Department.	<ul style="list-style-type: none"> <li>City Administrator reported on temporary help for street department, committee discussed. After a length discussion, committee determined that hiring from a temporary agency would be more expensive.</li> </ul>	City Administrator will be looking at temporary help for street dept.
5. New Business d) Re-schedule September Meeting to 09-17-09 (IML Conflict)	<ul style="list-style-type: none"> <li>Committee accepted moving meeting to 09-17-09.</li> </ul>	Meeting would be moved in September.
6. Committee Member Items.	<ul style="list-style-type: none"> <li>Alderman Reitzel requested that at the next meeting that CDL medical card requirements and cost be brought to the next committee meeting for action.</li> </ul>	Item would be placed on the agenda for next meeting.
7. Review/Approve Minutes	<ul style="list-style-type: none"> <li>Committee reviewed minutes as presented.</li> </ul>	Committee approved as presented.
8. Adjournment	<ul style="list-style-type: none"> <li>Meeting was adjourned at 8:35pm.</li> </ul>	Meeting was adjourned at 8:35pm.

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Richard Downey, Recorder, Rock Falls Personnel Committee