



City of Rock Falls Personnel Committee Meeting Minutes

Date: 10/22/09 Time Meeting Started: 6:30 pm Time Meeting Ended: 7:40pm

Members		Also Attended	
Alderman Thurm	P	Mayor Blanton	P
Alderman Reitzel	P	Jim White, Street Superintendent	P
Alderman Vandersnick	P	Alderman Schuneman	P
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 6:30pm	<ul style="list-style-type: none"> Committee called to order at 6:30pm 	No action.
2. Review Job Description of Street Superintendent	<ul style="list-style-type: none"> City Administrator handed out Street Superintendent Job Description. This is a new job description and the committee reviewed and edited. Committee accepted changes and recommended to the City Council for adoption at their next meeting. 	Item would be added to City Council for adoption.
3. Discussion on Additional staffing - Electric Department	<ul style="list-style-type: none"> Mayor reported on issue. Electric department has been seeing more available lineman applications. Due to upcoming retirements the Electric department would like to add an additional lineman to the staff of the electric department. Committee discussed. Committee approved the electric department adding one additional lineman to the staff, and recommended placing this item on the City Council consent agenda. 	Item would be placed on City Council agenda under consent.
4. CDL Medical Card Requirements	<ul style="list-style-type: none"> City Administrator reported that there has been some concern regarding this issue that needed to be addressed. Committee discussed. Committee requested that the issue be tabled until the City Clerk can return to the committee with all information regarding this issue. 	Item would be tabled until the City Clerk can return to the committee with complete information.
5. Committee member items.	<ul style="list-style-type: none"> Alderman Reitzel requested that H1N1 shots be available to employees. Committee agreed, and when available they would be offered to employees. City Administrator requested to begin to post Street Superintendent position. Committee agreed. City Administrator requested scale for Street Superintendent. Committee discussed. \$45,000 to \$55,000 for the scale. Insurance would be funded at 80% employer to 20% employee. Two weeks of vacation to start and then after two years follow the personnel handbook scale. Must reside within the City Limits within 6 months of hire. Sick time would mirror the employee handbook as well as personal time. A city vehicle would be available to 	No action required.

	<p>superintendent to utilize and take home as necessary. A contract with employee would not be offered.</p> <ul style="list-style-type: none"> • Advertisement would be in IML magazine, local newspaper, Monster, and IMUA publication. Applications would have to be in by November 30th by 4pm. 	
6. Review/Approve Minutes	<ul style="list-style-type: none"> • Minutes were approved as presented. 	Minutes were approved as presented.
7. Adjournment.	<ul style="list-style-type: none"> • Meeting adjourned at 7:15pm. 	Meeting was adjourned at 7:15pm.

Richard Downey, Recorder, Rock Falls Personnel Committee