



# City of Rock Falls Personnel Committee Meeting Minutes

Date: 07/13/09    Time Meeting Started: 6:30 pm    Time Meeting Ended: 6:37pm

Members		Also Attended	
Alderman Thurm (chairperson)	P	Mayor Blanton	P
Alderman Reitzel	P		
Alderman Vandersnick	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"> <li>Committee called to order at 6:30pm</li> </ul>	Call to order at 6:30pm
2. University of Illinois Water Department Management Intern Program	<ul style="list-style-type: none"> <li>City Administrator handed out information provided to the Water department from Mr. Steve Wilson with the Illinois State Water Survey at the University of Illinois. The program allows for an intern to be placed for 4 weeks with the City to learn all about water operators. Currently the program is looking to place a student that is residing over in Dixon, Illinois, and the program thought that they could place an intern with the City of Rock Falls for a four week period.</li> <li>Mayor requested that any journals the City Council get a copy for their review.</li> <li>Committee discussed and recommended City Council Approve allowing an Intern in the Water department at the next City Council.</li> </ul>	Committee reviewed information and recommended it be placed on the consent agenda for adoption.
3. Job Description-Water Department Management Intern	<ul style="list-style-type: none"> <li>City Administrator presented Job Description for Education Facility Sponsored Management Intern-Water Department. Committee reviewed and discussed.</li> <li>After a short discussion the committee accepted the job description with a change of the name to Water Department Intern and recommended it to the City Council for Adoption.</li> </ul>	Item will be placed on City Council consent agenda for adoption.
4. Committee member items.	<ul style="list-style-type: none"> <li>None presented.</li> </ul>	None presented.
5. Approve minutes	<ul style="list-style-type: none"> <li>Minutes were approved as presented.</li> </ul>	Minutes were approved as presented.
6. Adjourned	<ul style="list-style-type: none"> <li>Meeting was adjourned at 6:37pm.</li> </ul>	Meeting was adjourned at 6:37pm.