



City of Rock Falls Special Ordinance License Personnel Safety Committee

Date: 11-27-2018

Time Meeting Started: 5:30pm

Time Meeting Ended: 5:55pm

Members		Also Attended	
Alderman Logan – Chairman	p	Mayor Wescott	p
Alderman Snow	p	Administrator Blackert	p
Alderman Sobottka	p	Clerk Arduini	p
		Alderman Kuhlemier	p
		Mark Searing	p

Topic	Discussion	Plan of Action
1.Call to Order. – Chairman Logan	Meeting was called to order	Meeting begins at 5:30pm
2.Job Description review	Inspector Searing presented a job description for the Administrative Assistant position. The old job description was never adopted by the City Council. The committee discussed the confidential information that is handled by the Building Department. A motion was made by Alderman Snow, and second by Alderman Sobottka to send the job description to the City Attorney for review, and approval by the City Council.	Motion Carried
	The committee would like to fill this position quickly. A motion was made by Alderman Snow and second by Alderman Sobottka to have applicants to interview submit their applications by December 11 th , 2018.	Motion carried
	The committee discussed the rate of pay for the Administrative Assistant. A motion was made by Alderman Sobottka, and second by Alderman Snow to set the beginning wage at \$16.50 / hour.	Motion carried
3.Committee Member items	Administrator Blackert informed the committee that Megan started Monday in the Tourism Office.	
	Alderman Sobottka would like to begin discussing the hobby bee keeping issue. She also reported that someone had called her complaining about the tax levy.	
	Alderman Logan reported that this will be his last meeting.	
7.Adjournment	With nothing else for the good of the committee, the meeting was adjourned at 5:55pm	Meeting ends at 5:55pm

Violet Sobottka

Committee Chairman