

Minutes of the Personnel Committee - March 20th 2014

A meeting of the City of Prairie du Chien Personnel Committee was held on Thursday March 20th 2014 at 7:30 PM in City Hall. Chairperson Karen Solomon called the meeting to order.

1. Call to order/Roll Call

PRESENT – Karen Solomon (Chairman), Jamie Wagar, Nate Gilberts, Ron Leys ABSENT – Ken Fleshner
CITY STAFF ALSO PRESENT – City Administrator Aaron Kramer, Mayor Dave Hemmer

2. Certification of the open meeting law agenda requirements and approval of the agenda

MOTION: Wagar SECOND: Gilberts VOTE: 4-0

3. APPROVAL: Minutes of the February 6th 2014 meeting

MOTION: Wagar SECOND: Gilberts VOTE: 4-0

4. DISCUSSION AND ACTION – Ordinance 2014-08 (RECREATING SECTION 22.06 (2) (COMPENSATORY TIME AND OVERTIME – ADMINISTRATIVE POSITIONS) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN)

This proposal would allow for additional compensatory time (up to forty (40) hours) for administrative employees when there are extenuating and extraordinary conditions. ACTION: To recommend the Council approve Ordinance 2014-08 MOTION: Leys SECOND: Wagar VOTE: 4-0

5. DISCUSSION AND ACTION – Filling Vacancy at City Hall

On March 8th, the Common Council approved filling the vacancy at City Hall (Part-Time Receptionist/Secretary) to be created by the retirement of Sheila Linder. A proposed job description and timetable to fill the vacancy is included in the packet. Discussion was held on the job description and timetable. ACTION: To approve the job description, with the inclusion of the salary for the position which should be the same as the current employee's salary, and the timetable MOTION: Leys SECOND: Wagar VOTE: 4-0

6. ADJOURNMENT (7:55 PM)

MOTION: Wagar SECOND: Gilberts VOTE: 4-0

Submitted by City Administrator Aaron Kramer