

Brodhead Personnel Committee, April 11 2017

Present: Anderson, Fox, Newcomer. Absent: Vondra. Guests: Chief Hughes

President Fox called the meeting to order at 4:48 pm. Minutes from the regular March meeting were read and approved -- Newcomer moved, Anderson seconded; all aye, motion carried.

Public concerns - Chief Hughes reported that his residence requirement is now met.

Personnel Manual Review Section 3.1 (A), 3.1 (B) and 1.8 (A) (1). Motion to table by Newcomer, Anderson seconded; all aye, motion carried.

Discussed and made grammar corrections in job descriptions for Police Positions. Motion to recommend that council approve the job descriptions with corrections for the positions of: Police Office (FT & PT), Chief of Police, Deputy Chief of Police, Community Service Office, Public Safety Dispatcher (FT & PT), and Public Safety Dispatcher Supervisor by Anderson, Newcomer seconded; all aye, motion carried.

Discussed and made grammar corrections in job descriptions for City Office Positions. Motion to recommend that council approve the job descriptions with corrections and striking Administrative Clerk Treasurer to Clerk Treasurer for the positions of: Clerk Treasurer and Deputy Clerk Treasurer by Anderson, Newcomer seconded; all aye, motion carried.

Discussed future agenda items for May:

Job Descriptions for Public Works

AFLAC - any interest from department heads

Sewer Billing

Review city's property/liability insurance

The next scheduled meeting will be Tuesday May 9th 2017 at 4:30 p.m.

Newcomer moved to adjourn at 5:36 p.m., seconded by Anderson; all aye, motion carried.