

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

JULY 11, 2016

The meeting was called to order by Mayor Dave Breunig at 6:00 PM. Present at roll call were: Mayor Breunig, Dave Gough, Cindy Corley and Don Osterday. Absent: None. Also present were: John Sonsalla, Doug Lindstrom and Phil Risseuw.

Motion by Gough second by Osterday that the meeting notice and agenda were properly posted. Motion carried. Motion by Osterday second by Corley to approve the minutes of the previous meeting. Motion carried.

Under new business, discussion was held concerning a proposed help wanted advertisement for Park and Recreation Director. A copy of the proposed ad was included in the agenda packet. Discussion items included the following:

- The phrase college degree preferred was discussed. It was suggested the word “related” be added to this phrase.
- Mayor Breunig asked if we should promote someone currently on staff or advertise for the position. It was the consensus of those present to advertise the position.
- Where the advertisement should be placed? The following ideas were considered: Wis. Jobs website; Wis. Park & Recreation website; League of Wisconsin Municipalities website; Republican Journal for two weeks; Shopping News. It was the consensus of those present to place the advertisement in each of the places listed above except for the Shopping News.

After discussion and consideration, motion by Gough second by Osterday to approve the advertisement for Park and Recreation Director with the addition of the word “related” and placement of the advertisement in the locations listed above. Motion carried.

Discussion was then held concerning the proposed job description for the Park and Recreation Director position. A copy of a draft job description was included in the agenda packet. Doug Lindstrom distributed an updated copy of the job description to those present at this meeting. Discussion items included the following:

- It was reported the Park and Recreation Director job responsibilities have expanded since Doug was hired. Additional park land has been purchased through the flood mitigation program. The campground was established and expanded. Additional park buildings have been built and need maintenance. And additional recreation programs have been added through the years.
- Doug stated he currently works between 50 and 60 hours per week during the summer months, and just over 40 hours per week during the winter months. A person hired now may not be willing to work those long hours. Discussion was then held concerning the need to split off some of the duties listed in the job description to other City employees. Alderperson Osterday presented the idea that if the Wellness Center had a part time employee, maybe that person could be the swimming pool manager in the summer. It was the consensus of those present that this discussion would continue after the applicants for this position are interviewed and an applicant is hired. The job description could then be amended to match the strengths of the person hired.

- The job description includes snow removal duties. It was suggested those duties could be entirely completed by Municipal Building maintenance workers, including snow removal in the parks.
- Discussion was also held regarding the current wage amount being paid to Doug Lindstrom, and what wage amount will be offered the new employee.

After discussion and consideration, motion by Corley second by Osterday to approve the job description distributed by Doug Lindstrom at this meeting; with the understanding it will be revised based on who is hired for the Park and Recreation Director position. Motion carried.

There being no further discussion for this meeting, motion by Osterday second by Gough to adjourn the meeting at 6:45 PM. Motion carried.

CITY OF DARLINGTON

Philip A. Risseuw, Clerk-Treasurer