

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES SEPTEMBER 3, 2013

The meeting was called to order by Mayor Dave Breunig at 6:30 PM. Present at roll call were: Mayor Breunig, Bev Anderson and Cindy Corley. Excused absence: Dave Gough. Also present were: John Sonsalla, Jeremy Williams and Phil Risseuw.

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

Under unfinished business, it was suggested that the City's personnel policy be reviewed by this Committee and updated at some point, hopefully before budget time.

Under new business, discussion was held concerning a request from Jeremy Williams, Public Works Director, to hire a new public works employee/wastewater operator. Jeremy Williams attended the meeting to present his request and answer questions. Jeremy stated his crew is down two men due to retirements and resignations. He would like to replace one of those men with a person who would work both as a public works employee, and help Dennis McPhail at the wastewater treatment plant. Jeremy stated he would like to hire someone who has, or is willing to obtain a valid wastewater treatment plant license with the appropriate subgrades to operate our plant. At present, Dennis McPhail operates the wastewater treatment plant with help from Rich Wiederholt. Jeremy stated he also has the basic wastewater operator license.

Discussion items included the following:

- There is a need to plan for the future operation of the wastewater plant, as Dennis McPhail is getting close to retirement age.
- Additional help is needed for work projects in the City, including snow plowing in the winter.
- The new employee should be able to operate machinery as needed, such as City vehicles and skid loader; and have a CDL license.
- Wages will be dependent upon the qualifications of the applicant. If they already have a wastewater operator license, they will be paid more than a person just starting out.

After discussion and consideration, motion by Anderson second by Corley to recommend to the Council the hiring of a new public works/wastewater operator employee as requested by Jeremy Williams, Public Works Director. Motion carried.

Discussion was then held concerning the proposed public works employee/wastewater operator job descriptions; and job posting advertisement. Copies of these documents were included in the agenda packet. Jeremy Williams then presented the information and answered questions regarding the proposed documents. Don Osterday arrived at the meeting at 6:50 PM.

Discussion was then held concerning where to advertise the position. It was suggested, the job posting advertisement be placed in the Republican Journal, Shopping News, Rural Water Association and Wis. Job Center. After discussion and consideration, motion by Breunig second by Anderson to recommend to the Council the approval of the public works employee / wastewater operator job description and job posting advertisement as presented by Jeremy Williams; and place the job advertisement in the Republican Journal, Shopping News, Rural Water Association and Wis. Job Center as suggested. Motion carried.

There being no further business for this meeting, motion by Anderson second by Corley to adjourn the meeting at 6:58 PM. Motion carried.

CITY OF DARLINGTON

Philip A. Risseeuw, Clerk-Treasurer