

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES OCTOBER 5, 2010

The meeting was called to order by Mayor Dave Breunig at 6:30 PM. Present at roll call were: Mayor Breunig, Bev Anderson, Cindy Corley and Dave Gough. Absent: None. Also present were: Don Osterday, John Sonsalla, Doug Lindstrom, Dave Williams, Nita Burke and Phil Risseuw.

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

Under new business, Mayor Breunig reported both Sue Torstenson and Gary Loken have decided to retire prior to the end of 2010. Neither one of them want to deal with any snow this year. Mayor Breunig thanked them for their service and wished them well on their retirement. Steve Pickett arrived at the meeting at 6:38 PM.

Discussion was then held concerning the proposed replacement of Sue Torstenson for maintenance work at the Municipal Building and Library. Mayor Breunig reported Sue Torstenson was the department head, and has been in charge. Mayor Breunig then stated he is recommending Dave Williams be promoted to department head, and have any new person hired report to Dave Williams. After discussion and consideration, motion by Gough second by Anderson to promote Dave Williams to department head upon Sue Torstenson's retirement. Motion carried.

Discussion was then held concerning the hiring of another maintenance person for the Municipal Building and Library. Mayor Breunig reported Sue Torstenson stated she would be willing to continue to work part time at the Library. She only wants to do the inside work, no outside work such as snow shoveling or landscape maintenance. Discussion items included the following:

- Should the new position be part time or full time? It was the consensus of those present there is more than enough work for two full time people to do.
- Should a full time person be hired and have Sue work 10 hours per week at the Library. If so, what effect would that have on the Library budget or Municipal Building budget?
- Job descriptions need to be created for Dave Williams and the second maintenance person.
- A higher quality person can be hired if the second position is a full time position compared to a 30 hour per week part time person.
- Depending on how many hours the new person works, determines what benefits that person will receive.

After discussion and consideration, it was the consensus of those present to have Dave Williams prepare job descriptions, work plan and budget projections for hiring a second maintenance person, and present the information to this committee in two weeks. Nita Burke asked to have input into the job descriptions in the areas related to the Library.

Doug Lindstrom then asked why a replacement for Gary Loken was not being considered. Doug stated his department uses Gary's services for maintenance of the park equipment. Dave Williams added he needs Gary's help about one hour per week at the Municipal Building. Mayor Breunig stated Bob Salmi believes the mechanic position can be eliminated at this time. He wants to try and get buy without a mechanic and see how it goes. Mayor Breunig stated the matter will be discussed further when the street department budget is presented at a future meeting of this committee.

There being no further business for this meeting, motion by Gough second by Anderson to adjourn the meeting at 7:17 PM. Motion carried.

CITY OF DARLINGTON

Philip A. Risseuw, Clerk-Treasurer