CITY OF MONTELLO

PERSONNEL COMMITTEE MINUTES

1-7-19

Meeting called to order at 6 PM by Mayor Doudna

Members Present: Doudna, Jim Houdek, Venise Mugler, Barb Jordan, Ken Streich

Others Present: Karlene Utke

Motion by Streich/Mugler to approve the agenda. Motion carried

NEW BUSINESS:

1. Discuss, with action to amend current Police Department job descriptions.
2. **Administrative Assistant**
* The City is seeking Public Safety contracted services from the Marquette Co. Sheriff’s Department. A new job description for the Administrative Assistant will need to be created to reflect changes in the department. Mayor Doudna and Barb Jordan presented suggested changes to the job description. After committee discussion, Dawn Calnin will process a DRAFT copy for the committee to approve at the next Personnel meeting.
1. **Police Chief**
* The Mayor stated that there will not be a Police Chief position for the City of Montello. Certain City ordinance wording will need to be changed to reflect this. Jim Houdek stated that he will start the wording changes at the next License and Ordinance committee meeting on January 24, 2019.
* Mayor Doudna will give the City Attorney the green light to move forward with the Sheriff’s contract.
1. **Part Time Officer**
* The City does not currently have a job description for a part time police officer. A DRAFT was presented. Changes were discussed by the committee.

Motion by Mugler/Houdek to move forward with the part time Officer Job description with discussed changes. Motion carried.

1. Discuss, with action to hire part time Police Officer and wage.

Motion by Jordan/Mugler to pay part time Officers $20 per hour. Motion carried.

Motion by Mugler/Jordan to hire Colin Zeumer as a part time Officer at $20 per hour. Motion carried.

1. Discuss, with action, to amend current public works job descriptions
2. **Director of Public Works/Zoning Administrator**
* Current Job description does not have Zoning Administrator and duties included. Mugler asked if Kohnke was getting paid extra as Zoning Administrator. Mayor said yes. Utke asked how much. Calnin verified that Kohnke is receiving $5000 for Zoning Administrator and that is included in his regular salary being paid out of general fund, sewer and water. The Committee would like the Zoning Administrator portion of his salary to be paid just from the General Fund.
1. **Public Works Daily Operations Manager**
* Recommended to have a title change for Fred Logemann to: Public Works Daily Operation Manager. Logemann received $2000 salary increase for this as more duties were given to Logemann. He saves the City a lot of money also by taking care of many mechanical things.
1. **Part time Public Works employee**.
* Job description needed as the City currently does not have one.

Mugler also requested a job description for the part time Park employee.

Motion by Streich/Jordan to accept the discussed changes and salaries to the Public Works job descriptions. Motion carried.

Motion by Jordan/Mugler to adjourn. Motion carried at 6:53 pm

Minutes by Dawn Calnin