CITY OF MONTELLO

PERSONNEL COMMITTEE

2-25-19

Meeting called to order at 6 PM

Present: Mayor Doudna, Jim Houdek, Venise Mugler, Barb Jordan

Absent: Ken Streich

Others Present: Mike Kohnke, Karlene Utke

Motion by Jordan/Mugler to approve agenda. Motion carried.

NEW BUSINESS:

1. DISCUSS, WITH ACTION, TO APPROVE POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT JOB DESCRIPTION.

Motion by Mugler/Houdek to approve the Police Department administrative assistant job description. Motion carried.

1. DISCUSS, WITH ACTION, TO APPROVE PUBLIC WORKS JOB DESCRIPTIONS.

* Discussion about removing monthly chipping and cutting of brush
* Amend Ken Kaub water hydrants to 103

Motion by Jordan/Houdek to approve public works job descriptions with changes. Motion carried.

1. DISCUSS, WITH ACTION TO APPROVE PARK/STREET MAINTENANCE WORKER 1 (LTE)

Motion by Jordan/Doudna to approve LTE 1 Worker job description at $17.00 per hour. Motion carried.

Motion by Doudna/Mugler to approve LTE 2 Worker job description at $15.00 striking all monthly meeting requirements and last bullet point for weekly requirement. Motion carried.

Motion by Jordan/Mugler to adjourn. Motion carried at 6:15 PM

Minutes by Doudna