

A meeting of the Hiring Committee was held at City Hall in the City of Black River Falls on January 18, 2024 at 5:30pm. In attendance were Mayor Jay Eddy, Alderperson Desiree Gearing-Lancaster, Alderperson Travis Brown, Alderperson Gary Ammann, and City Administrator Brad Chown. Mayor Eddy presided.

- 1) The meeting was called to order by Mayor Eddy at 5:30pm.
- 2) The Parks & Recreation Director job description that was approved by Council on November 4, 2020 was reviewed. The normal work week will be updated to reflect the accurate schedule of Monday-Friday 7:00am-3:30pm.
- 3) It was moved by Alderperson Brown, seconded by Alderperson Ammann to set the application deadline for the Parks & Recreation Director position as February 16, 2024 and plan to schedule interviews the week of March 4-8, 2024. Motion carried.
- 4) It was moved by C.A. Chown, seconded by Alderperson Gearing-Lancaster to post the Parks & Recreation Director position on the city's website, on the city's Facebook page, in the Banner Journal & Shopper, with the Wisconsin Parks & Recreation Association (WPRA), with the League of Wisconsin Municipalities (LWM), and in the Arrow Shopper. Motion carried.
- 5) The proposed recruitment notice and print ad for the Parks & Recreation Director position were reviewed and finalized.
- 6) It was moved by Alderperson Ammann, seconded by Mayor Eddy to recommend the Common Council approve a revision to the Chief of Police/Criminal Investigator job description to add "or equivalent" after "Associate Degree" in the Education and Experience Requirements section. Motion carried.
- 7) It was moved by Alderperson Brown, seconded by Alderperson Gearing-Lancaster to set the application deadline for the Chief of Police/Criminal Investigator position as February 16, 2024 and plan to schedule interviews the week of March 4-8, 2024. Motion carried.
- 8) It was moved by Mayor Eddy, seconded by Alderperson Brown to post the Chief of Police/Criminal Investigator position on the city's website, on the city's Facebook page, in the Banner Journal & Shopper, on WILENET, and with the League of Wisconsin Municipalities (LWM). Motion carried.
- 9) The proposed recruitment notice and print ad for the Chief of Police/Criminal Investigator position were reviewed and finalized.
- 10) It was moved by Alderperson Ammann, seconded by Mayor Eddy to adjourn at 6:42pm. Motion Carried.

A. Brad Chown
City Administrator