

**PERSONNEL COMMITTEE
COUNCIL ROOM, CITY HALL
106 W. DIVISION STREET
TUESDAY, APRIL 25, 2023
6:15 P.M.**

The Personnel Committee was called to order by Chair Barbara Petkovsek. On roll call: Council Members Barbara Petkovsek, Julie Counsell, William Neville and Mayor Duane Poeschel present.

Also present: Recreation Director Judy Lindner, Director of Public Works Luke Friemoth and City Clerk-Treasurer Rex R. Roehl.

Motion Poeschel, second Counsell, to approve the minutes of the previous meeting as presented. All Aye.

No appearances.

Chair Petkovsek stated that the Recreation Director position did not have a formal job description. Judy Lindner has put one together for our review.

Council Member Counsell suggested adding “other duties as assigned.”

Chair Petkovsek added “attending Parks and Recreation Committee” meetings in addition to City Council meeting when applicable.

Discussion for wages depending on experience and education, treating the position as Fair Labor Standards Act status-Exempt (Salary-work until the job is done, no overtime pay).

Council Member Counsell stated there are requirements to be Exempt-does this position fulfill those requirements.

Chair Petkovsek stated the position manages people, education/experience is needed, the Exempt floor wage is met and the position reports to the Mayor.

Council Member Counsell asked if Lindner hauls stuff around in her personal vehicle, we need to think about minimum coverage and getting their deck sheet to see they have appropriate coverage.

Recreation Director Lindner stated she gets a mileage stipend.

Chair Petkovsek stated that the job description clearly states-“Evening and weekend hours a definite necessity.”

Council Member Counsell asked if Lindner attends much training.

Recreation Director Lindner replied “No.”

Council Member Counsell asked about the number of people she normally supervises during the course of a year.

Recreation Director Lindner replied about 30 paid workers and a lot of volunteers.

Motion Poeschel, second W. Neville, to approve the Recreation Director job description with the changes made and to send it to the League Insurance Company for review pending approval of the Common Council to fill the position vacancy. All Aye.

Recreation Director Lindner stated she hopes the City keeps the program going, we are fortunate to have such a beautiful set up with the School and City cooperating together.

Motion Counsell, second W. Neville, to adjourn. All Aye.

Barb Petkovsek, Chair