

**PERSONNEL COMMITTEE
COUNCIL ROOM, CITY HALL
TUESDAY, JUNE 13, 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 III and Mayor Duane Poeschel present.

Also present: City Clerk-Treasurer Rex R. Roehl.

Motion Poeschel, second W. Neville, to approve the minutes of the June 2, 2023 meeting as presented. All Aye.

Chair Petkovsek read Assistant Clerk-Treasurer Debbie Winder's letter of resignation.

Motion Counsell, second W. Neville, to recommend to Common Council to accept Debbie Winder's letter of resignation effective June 23, 2023. All Aye.

The Committee reviewed the Assistant Clerk-Treasurer's job description. The Assistant works six hours per day Monday, Wednesday and Friday, but during tax collection season it's every day. Barb Boyer the IT Assistant Clerk-Treasurer works around a day a week. Boyer does the computer servers networking, audio system, telephone system and utilities SCADA system. Boyer also has special projects-the Water Utility Diamond mapping of pipes, service, etc. and the Cemetery burial computerization project.

Chair Petkovsek stated that Chief of Police Mankowski stated that Bauernfeind IT person currently only works four days per week and will be cutting back to three days and going to retire after awhile. Bauernfeind has no back up personnel.

Discussion maybe finding someone with more IT experience, so Boyer could train that person too; working on a job description for Boyer; maybe in the future increasing the Assistant's hours/even though it will cost more in benefits to help with retention and IT efficiency.

Motion Poeschel, second W. Neville, to accept the job description as presented. All Aye.

Discussion on the Assistant Clerk-Treasurer job description advertisement and talking with Boyer if she would be willing to help out in the interim.

Motion W. Neville, second Poeschel, to recommend to the Common Council to advertise the vacancy Assistant Clerk-Treasurer's position. All Aye.

Motion Counsell, second Poeschel, to adjourn. All Aye.

Barbara Petkovsek, Chair

Rex R. Roehl, Clerk