



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 10, 2024, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. ZOOM MEETING INFORMATION.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYkdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. ROLL CALL.

Present: Jennifer Grant, Kathy Hinkfuss, Brian Johnson

Excused: Bill Galvin

Others Present: Fire Chief Matthew Knott, City Attorney Joanne Bungert, Finance Director Diana Ellenbecker, Chief of Operations Joseph Faulds, City Forester Brian Pelot, Human Resources Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve the agenda.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

- I. Approval of the Minutes from the August 20, 2024 Personnel Committee meeting.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

E. REGULAR BUSINESS.

- I. Consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers:
 - a. Building Maintenance Technician (BMT)
 - b. Arborist I/II

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve the request to fill the position of Building Maintenance Technician (BMT) prior to the incumbent's retirement date to ensure BMT duties are completed, and to fill all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve the request to fill the Arborist I/II and all subsequent vacancies resulting from internal transfers.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.

F. INFORMATIONAL.

- I. Report of Routine Personnel Actions

2. Next Meeting: September 24, 2024

G. ADJOURNMENT.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to adjourn.

Motion Passed.

Yes- Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No- None, Abstain- None.