



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 14, 2025, 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: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

Others Present: Alder Melinda Eck, Alder Alyssa Proffitt, City Attorney Joanne Bungert, Finance Director Diana Ellenbecker, Assistant Finance Director Linda Chosa, Public Works Director Steve Grenier, Public Works Fleet Manager Nathan Wachtendonk, Police Chief Davis, Chief of Operations Joseph Faulds, Deputy Development Director Matt Buchanan, Human Resources Manager Melanie Falk and others.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to approve the agenda.

Motion Passed.

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

D. APPROVAL OF MINUTES.

- I. Approval of the Minutes from the December 10, 2024 Personnel Committee meeting.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

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

E. REGULAR BUSINESS.

- I. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Account Clerk II

- b. Truck Driver

- c. Administrative Clerk

- d. City Sealer

- e. Public Arts Coordinator

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to suspend the rules.

Motion Passed.

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

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to approve items A-D.

Motion Passed.

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

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve the request to fill the Public Arts Coordinator with the contingency that staff provide the additional data requested for the City Council meeting next week.

Motion Passed.

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

2. For consideration with possible action to over-hire two Firefighter positions.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to approve.

Motion Passed.

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

3. For consideration with possible action to create a Limited Term Grant Accountant position to replace the Limited Term Grant Administrator-Internal Auditor position and request to fill the Grant Accountant position and all subsequent vacancies resulting from internal transfers.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to approve.

Motion Passed.

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

4. For consideration with possible action to reclassify a Word Processor position to a Public Records Specialist position and approval to fill the Public Records Specialist position and all subsequent vacancies resulting from internal transfers.

Moved by Ald. Brian Johnson, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

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

F. INFORMATIONAL.

1. Report of Routine Personnel Actions

2. Next Meeting: January 28, 2025

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Jennifer Grant to adjourn.

Motion Passed.

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