



NOTICE OF PUBLIC MEETING

Personnel Committee

The City of Adel's Personnel Committee will meet council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on **Tuesday, July 2, 2019 at 5:30 p.m.**

AGENDA

1. Call to Order
2. Consider Approval of March 5, 2019 Minutes
3. Employee Handbook – Determine Update Process
4. Any Other Business
5. Adjournment

07/01/2019 3:20:29 PM

Members or a quorum of members of other City Boards, Committees, Commissions, or the Council may be in attendance. Only items on the agenda may be acted upon and / or discussed.



March 5, 2019 Personnel Committee - Minutes

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on March 5, 2019 at 5:30 p.m.

Miller called the meeting to order at 5:32 p.m. Members present: McAdon, Miller, and Selby. Others present: City Administrator Brown and Public Works Director Overton. Council members Christensen and Ockerman arrived later in the meeting.

McAdon motioned, seconded by Selby, to approve the December 11, 2018 and January 21, 2019 minutes. Motion carried unanimously.

Discussion began on the Street Superintendent job description. Brown stated that Doug Cook was planning to retire at the end of March. Cook had been fulfilling many duties of a Street Superintendent without the formal title. Brown stated that this job description would formalize the position.

Overton noted that the position would oversee a variety of street projects and manage the Street Department staff. The Department currently has a Street Laborer (Justin Zika) and a Street Laborer / Wastewater Operator (Chase Freemyer). There is also a part-time employee who splits his time between streets and parks. Overton noted that the Department would like to expand in the coming years.

Miller asked about Cook's current position and if any other employees would have any issues. Overton noted that Cook is a working foreman. Regarding other employees, Overton noted that Freemyer may eventually move fully into the Sewer Department. Overton stated that Zika has expressed interest.

Selby asked if the job description needed more training or experience requirements. Overton stated that, while there are not technical certifications for a Street position, the American Public Works Association (APWA) provides many trainings. APWA also offers a leadership program.

McAdon motioned, seconded by Selby, to recommend the Street Superintendent job description to the council. Motion carried unanimously.

Discussion moved to the appointment process for City boards and commissions. Miller stated that some clarifications to this process are needed based on the last P&Z appointment. Miller noted that suggested or recommended experience should be listed on the notice for each position. Miller stated that, regarding a deadline, the City could note that it may consider late applications.

McAdon stated that the notices should refer interested candidates to the City's Code of Ordinances for specific details about the board or commission. Selby stated that attendance requirements may be necessary. Ockerman suggested having an 80% meeting attendance requirement. McAdon stated that an orientation session for new appointees would be beneficial.

In other business, Brown briefly noted that Ahlers & Cooney had begun its review of the Employee Handbook.

With no other business, the meeting was adjourned at approximately 6:05 p.m.

Respectfully submitted,
Anthony Brown, City Administrator