

CITY OF VERONA
MINUTES
PERSONNEL COMMITTEE
FEBRUARY 29, 2016
VERONA CITY HALL

1. The meeting was called to order by Elizabeth Doyle at 6:06 p.m.
2. Roll Call: Elizabeth Doyle, Heather Reekie. Absent (excused): Dale Yurs. Also present: Jon Hochkammer, Mayor; Brad Stiner, Alderperson; Luke Diaz, Alderperson; Bill Burns, City Administrator
3. Approval of the Minutes of the January 11, 2016 Personnel Committee Minutes: Motion by Reekie, seconded by Doyle, to approve the minutes of the January 11, 2016 Personnel Committee meeting. Motion carried 2-0.
4. Position Description and Recruitment Process for the Director of Public Works Position: Mr. Burns presented revisions to the position description and a recruitment plan for the Director of Public Works Director position. The Committee agreed with listing a Bachelor's degree as highly desired and a Master's degree or PE as preferred. Alderperson Diaz suggested adding a bullet point regarding environmental and fiscal sustainability to the recruitment materials. Members of the Committee agreed with this addition and were supportive of the recruitment timeline which targets a start date of early June to allow for about a month of planned overlap before the retirement of the current Director of Public Works around July 1. Motion by Doyle, seconded by Reekie, to approve the revisions to the position description and authorize staff to start the recruitment process for the Director of Public Works position.
5. Adjournment: Motion by Doyle, seconded by Reekie, to adjourn the meeting at 6:35 p.m. Motion carried 2-0.

Respectfully submitted,
Bill Burns, City Administrator