

# ADAMS CITY COUNCIL COMMITTEE REPORT

The Personnel Committee was called to order on June 13, 2013 at 5:30 p.m.

On roll call were members Jensen and Kierstyn

Others attending were Mayor Baumgartner and Administrator Ellisor.

*Motion by Jensen, second by Kierstyn to approve the February 28, 2013 minutes as presented. All voted aye.*

Agenda Items:

## **Discussion/Recommendation Relating to Wage/Salary Adjustment Consideration-Public Works and Clerk's Office Staff.**

The 2013 salary adjustment for Street Superintendent, Dave Mead was reviewed by Committee. It was advised that a series of unanticipated events delayed the Street Superintendent's annual review until now. It was noted that a goal and completion timeline will need to be prepared with the Street Superintendent for obtaining Building Code inspection certifications.

Recommended wage adjustment for the Street Superintendent entailed a two percent (2%) salary increase retroactive to the beginning of the 2013 year and a corresponding five percent (5%) increase in employee share of health insurance premium effective first pay period following Council approval.

The Main Street Revitalization Program was discussed and recognized as an effort that will add another level of time, attention and coordination from City staff. Two employee candidates were identified to serve increased maintenance and administrative support roles in the Main Street promotion and redevelopment program. The employees would also work closely with the Downtown Development Commission on project development, the ongoing maintenance plan and administrative support as required.

It was recommended that Clerical Administrative Assistant, Michelle Klein, be assigned as the administrative liaison and support for the Downtown Development Commission's programs and promotional activities. It was further recommended that Public Works Crewman and Forester, Terry McConnell, be assigned as coordinator of the landscape and streetscape management program for the Downtown District.

Compensation adjustment for the additional responsibilities was proposed at one dollar (\$1.00) per hour increase for the Clerical Administrative Assistant and seventy-five cents (.75) per hour for the Crewman/Forester. Wage adjustments were proposed effective with the June 2013 pay period.

*Motion was made by Jensen, second by Kierstyn to approve the employee position assignments and wage and salary adjustments as presented. All voted aye*

## **Chief of Police Appointment – Process**

Desired qualifications for a new Police Chief were discussed. Mayor Baumgartner and Administrator Ellisor will prepare draft language for posting the Police Chief position for Committee review.

*Motion by Jensen, second by Kierstyn to Adjourn. All voted aye.*

Kierstyn for Cindy Scott\rae\mlk  
Committee Chairperson

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**NEXT COMMITTEE MEETING:** June 27, 2013

**AGENDA: Chief Appointment**

THE MINUTES ARE DRAFT AND SUBJECT TO COMMITTEE APPROVAL