

Committee Meeting Attendance & Report of Meeting

Date: July 30, 2024

Time: 9:00 a.m.

Committee Name: Personnel



Committee Members

- 1. April Harris (Chairmen)
- 2. Alene Blade
- 3. Josh Kingery

Present

X
X
X

Name(s) of others in Attendance:

- 1. Kay Hornbeck
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Nature of Meeting: Incentive Program for Utility Employees, Overtime, Procedures for work orders and Structuring of Utility Department

Meeting Report: Committee members discussed the incentive program for the Utility Department and decided on incentives for licenses and certificates. The employees will receive an incentive for any licenses currently held and then will receive the next incentive when they recertify that license. The employees will also receive a one time incentive on any certificates they currently hold that don't require recertification. Overtime was discussed and the committee decided to keep an eye on it and discuss it with the department heads if it becomes a problem in the future. The committee asked Kay to join the meeting for discussion about how things are going in the utility department considering it has been a few months since changes have been made. We discussed work orders and the procedures that need to be followed when submitting a work order. The committee had a discussion about making some changes to the structuring of the utility department since it has been a few months and there are some changes that need to be made.

Committees Recommendation: See page 2 of 2

Approved by: _____ (Mayor)

Please submit to the City Clerk for record keeping Recording of Committee Meetings is the responsibility of the Chairman of the Committee or a Committee member appointed by the Chairman or the City Clerk if in attendance.

Committee Meeting Attendance & Report and all information should be turned in to the City Clerk no later than 5 business days after the meeting date

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Nature of Meeting: Incentive Program for Utility employees
Overtime, Procedure for work orders.

Meeting Report: Since the water/sewer department has 3 employees and the other departments have 2 employees we should possibly move some duties to the water/sewer department. The new departments would be Gas & Park/Building, Water/Sewer & Streets/Alleys and Trees/Electric and Sidewalks. Hiring another utility employee was also discussed. With possible illnesses/injuries, retirements and other unforeseen circumstances it would be a good idea to start looking into hiring another employee in the near future. Motion to adjourn by Trustee Blade and seconded by Trustee Kingery. Adjourned at 10:30.

Committees Recommendation:

Move forward with the incentive program (see attached sheet) pending board approval.
Restructure the utility department (see attached) to make things more efficient and run an ad for a utility employee pending board approval.

Approved by: _____ (Mayor)

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