

Georgetown City Council
Personnel Committee Meeting Minutes
For June 12, 2023

Roll Call:

Present:	Curt Gordon	Alder Ward 2
	Mike Scott	Alder Ward 3
	Tim Waterman	Chairman/Alder Ward 4
	Nick Krabel	Alder Ward 4
Also Present:	Darin Readnour	Mayor
	Rusty Noggle	Superintendent
	Amy Cavanaugh	Treasurer

Chairman Waterman declared a quorum was present.

First Issue – Dress Code Policy

Chairman Waterman had Treasurer Cavanaugh write up a memo concerning the dress code. The committee would like this policy effective immediately. The employees will receive 2 copies, one for them to sign and return, and one for them to keep.

The memo states the requirement for long pants and work boots. Employees working in positions that involve physical labor, outdoor work, or exposure to potential hazards are required to wear long pants at all times during working hours.

If an employee shows up not dressed correctly, they can be sent home to change.

The committee all agreed with this.

Second Issue – Side-by-side event

The police need to know when there are events in town. The legion held a side-by-side event recently. The police were receiving a lot of calls about the side by sides on the roads. They did not know there was a fundraiser going on.

Alder M. Scott mentioned there is another fundraiser event cup up but wasn't sure when. He also mentioned there will be a group collecting at the square for the flags and Operation Stand up. Operation Stand up is through the legion, they are raising money to fix headstones that have broken or fallen over and clean them up. They will be collecting donations at the square from 8-noon on Saturday, June 17.

Third Issue – Are we going to supply uniforms for part time employees?

The budget for uniforms is \$3,600. In 2020-21 we used \$3,050, in 21-22 \$1,766, and in 22-23 \$2,375. The guys are issued 6 shirts and 5 pairs of pants. They are replaced each year as needed. For part-time employees, the committee decided to supply 2 pairs of pants and 3 shirts. The city will not supply the boots. Treasurer Cavanaugh will adjust the memo to include this.

Fourth Issue – Chairman Waterman was hoping to discuss the raise for an employee. Tonya has been working all day on this and has not finished all the scenarios.

Fifth Issue – Alder M. Scott would like to discuss a raise for the Street’s & Alley Department. They are currently working with 4 guys. They are doing the workload of 6 guys and doing very well. Treasurer Cavanaugh mentioned that raises are usually done in November and doesn’t think it would be a good idea to change it. She does agree it is something that needs to be discussed. Chairman Waterman asked that it be discussed at the next personnel meeting.

It was also asked if there was a set schedule for the part time employees. At this time, John does not work Fridays because he does the chores at the sewer plant on the weekends. Rusty has to watch his hours. Cohen leaves at 2 pm on Fridays. Rusty is having issues with Jay showing up. He could also have him leave at 2 pm on Fridays.

Chairman Waterman asked that Rusty make a schedule for the part time employees. This will help when someone calls in.

Rusty mentioned that it is crunch time for them due to the fair being moved up. The Streets and Alleys guys are working to get everything looking nice for the fair. The question was asked if the policy manual states a call in procedure. Is there a set policy on scheduling days off, does the employee have to give so much notice.

The committee would like to look at some more applicants. Rusty said they could use some part time help. He has Cohen working with the S & A guys, to see how he will do over the summer. Treasurer Cavanaugh mentioned she could talk with the guidance counselor or FFA teacher to see if they have any recommendations. The question was asked if they need to be 18 to mow/weed eat. It was decided to check with Risk Management concerning that.

Alder Gordon asked where we were with the dog catcher. We have received 2 applicants. The committee would like to bring them in to talk to them to see what they expect. They would be a 1099 Employee. They would not receive any equipment or a car from the city.

The Personnel Committee will meet next Tuesday at 6 pm before the regular council meeting to discuss Raises for Streets and Alleys, raise for Ed, Dog catcher, and part time applications.

Adjourn Meeting

Action Taken: **Approved**

Motion / Second: Alder M. Scott / Alder Krabel

Adjourn at 6:35 pm.