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## Assembly Position Subcommittee Minutes

Friday, June 7, 2019 6:00 p.m.  
Harrigan Centennial Hall

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**Subcommittee Members:** Steven Eisenbeisz, Valorie Nelson,  
and Dr. Richard Wein

**I. CALL TO ORDER**

Chair Eisenbeisz called the meeting to order at 6:00 p.m.

**II. ROLL CALL**

Subcommittee Members Present: Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein  
Others in attendance: Administrator Keith Brady and Municipal Clerk Sara Peterson

**III. CORRESPONDENCE/AGENDA CHANGES**

None.

**IV. PERSONS TO BE HEARD**

None.

**V. NEW BUSINESS**

**A. Subcommittee Guidelines**

Chair Eisenbeisz stated the charge of the subcommittee was to review vacant positions and make a recommendation to the Assembly on whether or not to fill the positions. Eisenbeisz read the motion from the April 25, 2019 Assembly meeting in which a hiring freeze was implemented, and a subcommittee was established to review vacant positions. He reminded two votes were needed to pass or fail an item and emphasized that subcommittee members should not meet outside of a subcommittee meeting as a quorum of the subcommittee was two members, and a gathering of two members was considered a meeting. He wondered if the members wished to establish a scoring system for positions or rather discuss each. Eisenbeisz noted the subcommittee would meet as often as requested within their availability and timeline. Nelson and Wein were not in favor of developing a scoring system.

**B. Review of Vacant Positions:**

**1. Planning Director**

Wein stated the position was necessary and needed. He suggested previous applications that had been submitted be reviewed. Nelson agreed the position should be filled but cautioned bringing in a candidate at the top of the pay scale. Eisenbeisz spoke for the need of a fully staffed Planning Department.

**A motion was made by Nelson to recommend to the Assembly that a Planning Director is an important position and should be filled. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Wein, and Nelson

## **2. Police Chief**

**A motion was made by Nelson to recommend to the Assembly that a Police Chief is an important position and should be filled. The motion PASSED by the following vote:**

**Yes:** 3 – Wein, Nelson, and Eisenbeisz

## **3. Police Officers**

Administrator Brady noted four officer positions were vacant and he was requesting two be filled at this time. Wein suggested four officers would help the Police Department be fully staffed and meet their needs, however, queried of the two positions that appeared to be grant funded. Brady stated he would need to find out more information regarding those two positions, however believed if the grants weren't received, the City would be responsible for funding those two positions. Nelson reminded there were two officers on administrative leave. Brady stated those two positions remained and the officers on administrative leave had been sent correspondence requesting them to return to work. Eisenbeisz suggested it may be difficult to fill four positions.

**A motion was made by Nelson to recommend to the Assembly that two police officers positions were necessary to be filled. The motion PASSED by the following vote:**

**Yes:** 3 – Wein, Eisenbeisz and Nelson

## **4. Jail Officer**

Eisenbeisz clarified the request was for one jail officer. Administrator Brady responded yes. Wein reported the vacancy was due to shift issues and needed to be filled.

**A motion was made by Nelson to recommend to the Assembly that one jail officer position was necessary to be filled. The motion PASSED by the following vote:**

**Yes:** 3 - Wein, Eisenbeisz and Nelson

## **5. Human Resources Director**

Wein noted the position was vital, suggested previous applications be reviewed and wondered if the position could be contracted. Eisenbeisz believed the position to be vital and expressed hesitation in a contract position. He believed Human Resources provided an avenue for employees to be able to express concerns. Nelson stated the position was important and noted the Department had grown over the years. She wondered if the Human Resources Assistant could perform the tasks. Wein relayed Human Resources was a fairly standardized procedure and offered if contracted out, the Human Resources Assistant could be the in house person and link between the contractual person. Nelson speaking from personal experience noted as a federal employee for the US Forest Service,

Human Resources had been removed and information was made available to employees needing assistance by other forms of communication. Administrator Brady relayed outside counsel Kimberly Geariety provided assistance with union negotiations and spoke to the need for Department Heads to have assistance with certain processes such as grievances and reprimands. Wein suggested further information be obtained on the current duties of the Human Resources Assistant before moving forward with a decision on the Director.

Brady noted the Director vacancy was currently being advertised and six applications had been received.

Speaking from the public, Dave Miller reminded in addition to the 150 paid employees there were 150-200 volunteers requiring assistance from Human Resources at times.

**A motion was made by Wein to recommend to the Assembly the need to proceed with evaluation of Human Resources and to consider new potential ways in order to offer quality service which may include contracting and to evaluate the Human Resource Assistant's role in what is done currently. The motion PASSED by the following vote:**

**Yes:** 2 – Nelson and Wein

**No:** 1 -Eisenbeisz

## **6. Street Maintenance**

It was clarified this request was for one position. Eisenbeisz stressed the importance.

**A motion was made by Wein to recommend to the Assembly to move forward with filling the street maintenance position. The motion PASSED by the following vote:**

**Yes:** 3 – Nelson, Eisenbeisz and Wein

## **7. Community Affairs Director**

Nelson wondered of the necessity and didn't see a need for the next two positions on the agenda (lease manager and grant administrator) to be full-time. Wein stated hiring this position was premature given receipt of the May 15, 2019 memo from Gallagher suggested the need for restructuring of the Municipal Administrator's span of control. The report suggests the Community Affairs Director be reclassified to the position of Deputy Administrator. Wein suggested the position remain vacant until more information was obtained. Eisenbeisz expressed concern if the position were to be filled as the Community Affairs Director now, and then in the future the role changed to Deputy Administrator, that may put that individual in a difficult spot. Administrator Brady stated the Community Affairs Director position was critical to many aspects of government and noted many tasks would not be accomplished without this position filled.

**A motion was made by Wein to recommend to the Assembly to postpone the filling of the Community Affairs Director position until the issue was further vetted and the**

**need was understood. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Wein and Nelson

### **8. Lease Manager**

Administrator Brady reported there were over 100 leases and with a lease manager there could be greater efficiencies in billing, lease administration and overall efficiencies. Wein didn't wish to pit this position against another – such as a police officer. In his review, he didn't believe there to be a need for a lease manager at this time. Nelson concurred and suggested the task be assumed possibly by the Planning Department or contracted out. Eisenbeisz noted while lease management was important he encouraged Brady to better explain the need and possibly explore other options such as contracting. Brady noted he had considered using the FTE for Community Affairs Director or one Lieutenant position at the Police Department for the position of Lease Manager.

**A motion was made by Nelson to recommend to the Assembly that the position of Lease Manager not be created. The motion PASSED by the following vote:**

**Yes:** 3 – Eisenbeisz, Wein and Nelson

### **9. Grant Administrator**

Administrator Brady recommended this be a contract position. He noted it was difficult to justify a full-time position because it would take time to get money rolling in. Brady stated there were possible benefits for the community, city, and funding to assist with projects. He requested permission to solicit a request for proposals. Nelson reminded the Assembly would need to approve the funding. Wein suggested the subcommittee pass on a recommendation until the information was brought to the Assembly level. Eisenbeisz alternatively suggested a recommendation from the subcommittee would be beneficial.

**A motion was made by Eisenbeisz to recommend the Assembly allow staff (Administrator) to move forward with a grant manager solution – e.g. contract position.**

**Yes:** 3 – Wein, Nelson, and Eisenbeisz

## **VI. ADJOURNMENT**

**A motion was made by Nelson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:58 p.m.**

Attest: \_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk