

POSSIBLE MOTION

I MOVE TO approve the recommendations of the Assembly Position Committee as outlined in the draft meeting minutes of June 28, 2019 and forward to the Municipal Administrator.

Informational – motions:

Library Page

A motion was made by Nelson to recommend to the Assembly that this position be filled, and the library page positions be exempt from the hiring freeze. The motion PASSED by the following vote:

Yes: 3 – Wein, Nelson and Eisenbeisz

Library Assistant

A motion was made by Nelson to recommend to the Assembly that the FTE's for the Library be increased from 7.37 to 7.4825 to reflect the 4.5 staff hour increase necessary to be open on Sundays. The motion PASSED by the following vote:

Yes: 3 – Wein, Eisenbeisz and Nelson

Temporary, Part-Time, On-Call Library Assistants

A motion was made by Nelson to recommend to the Assembly that the temporary, part-time, on-call library assistant position be exempted from the hiring freeze and the number be capped at 7. The motion PASSED by the following vote:

Yes: 3 – Wein, Eisenbeisz and Nelson

Intern Engineer

A motion was made by Nelson to recommend to the Assembly that this position be filled. The motion PASSED by the following vote:

Yes: 3 – Nelson, Eisenbeisz and Wein

Office Assistant – Fire/EMS

A motion was made by Nelson to recommend to the Assembly that this position be increased from part-time to full-time while the Fire Chief served as Interim Administrator. The motion PASSED by the following vote:

Yes: 3 – Nelson, Eisenbeisz and Wein

Assembly Position Subcommittee Minutes

Friday, June 28, 2019 Noon
Harrigan Centennial Hall

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

I. CALL TO ORDER

Chair Eisenbeisz called the meeting to order at noon.

II. ROLL CALL

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

Others in attendance: Interim Administrator Dave Miller and Municipal Clerk Sara Peterson

III. CORRESPONDENCE/AGENDA CHANGES

None.

IV. PERSONS TO BE HEARD

None.

V. APPROVAL OF MINUTES

A. June 7, 2019

A motion was made by Wein to approve the minutes of June 7, 2019. The motion PASSED by the following vote:

Yes: 3 – Eisenbeisz, Wein and Nelson

V. NEW BUSINESS

A. Review of Vacant Positions:

1. Library Page

Library Director, Kathryn Hurtley, stated this was a non-benefited position and typically filled by youth workers. Hurtley indicated three pages were approved and one needed to be filled. To maintain efficiencies at the Library, she requested the position be exempt from the hiring freeze.

A motion was made by Nelson to recommend to the Assembly that this position be filled, and the library page positions be exempt from the hiring freeze. The motion PASSED by the following vote:

Yes: 3 – Wein, Nelson and Eisenbeisz

2. Library Assistant

Library Director, Kathryn Hurtley, noted the previous appropriation the Assembly made of \$15,000 to have the Library open on Sundays went into temporary wages. She relayed the

Library had a policy that in order to be open there must be a permanent part-time or full-time employee in the Library with a temporary employee hence the reason for this request. She added that not each of the temporary employees worked each week.

A motion was made by Nelson to recommend to the Assembly that the FTE's for the Library be increased from 7.37 to 7.4825 to reflect the 4.5 staff hour increase necessary to be open on Sundays. The motion PASSED by the following vote:

Yes: 3 – Wein, Eisenbeisz and Nelson

3. Temporary, Part-Time, On-Call Library Assistants

Library Director, Kathryn Hurtley, explained she wished to have a pool of temporary workers. Currently the Library had 7 part-time, on-call Library Assistants. To maintain efficiencies at the Library she requested the position be exempt from the hiring freeze.

A motion was made by Nelson to recommend to the Assembly that the temporary, part-time, on-call library assistant position be exempted from the hiring freeze and the number be capped at 7. The motion PASSED by the following vote:

Yes: 3 – Wein, Eisenbeisz and Nelson

4. Intern Engineer

Chris Lyon, Electric Department System Engineer, this was the sixth intern with the Department. It was a budgeted, temporary, non-benefited position. The individual was often found by word of mouth and per HR not required to go through an advertising process. Lyon noted the individual would be assisting with the scanning of drawings and other technical projects. Wein wished to see the position go to a Sitkan.

A motion was made by Nelson to recommend to the Assembly that this position be filled. The motion PASSED by the following vote:

Yes: 3 – Nelson, Eisenbeisz and Wein

5. Office Assistant – Fire/EMS

Fire Chief and Interim Administrator Dave Miller stated he was requesting the current part-time Office Assistant position be increased to a full-time position while he was Interim Administrator.

A motion was made by Nelson to recommend to the Assembly that this position be increased from part-time to full-time while the Fire Chief served as Interim Administrator. The motion PASSED by the following vote:

Yes: 3 – Nelson, Eisenbeisz and Wein

VI. ADJOURNMENT

Hearing no objections, the meeting ADJOURNED at 12:29 p.m.

Attest: _____
Sara Peterson, MMC
Municipal Clerk

DRAFT