
Assembly Position Subcommittee Minutes

Monday, August 5, 2019 Noon
Harrigan Hall Meeting Room 6

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: Chief Finance and Administrative Officer Jay Sweeney, Library Director Kathryn Hurtley, Chief Police Robert Baty, and Municipal Clerk Sara Peterson

III. CORRESPONDENCE /AGENDA CHANGES

None.

IV. PERSONS TO BE HEARD (*not to exceed 3 minutes*)

None.

V. APPROVAL OF MINUTES

A. July 15, 2019

A motion was made by Nelson to approve the minutes of July 15, 2019. The motion PASSED by the following vote:

Yes: 3 – Eisenbeisz, Wein, and Nelson

VI. UNFINISHED BUSINESS (None)

VII. NEW BUSINESS

B. Review of vacant positions:

1. Library Assistant

Library Director, Kathryn Hurtley, stated this was not a new position rather than an employee had resigned. Wein wondered if there was an individual in mind for the position. Hurtley replied no and stated the position could not be advertised until approved by the Assembly.

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 – Wein, Nelson, and Eisenbeisz

2. Scanner/Records Destruction Clerk (temp employee)

Municipal Clerk Sara Peterson explained there was currently one temporary employee who worked approximately 10 hours each week assisting the Clerk's Office with 1) scanning records into the electronic records management system and 2) records destruction. Peterson stated an addition temporary position was requested to accomplish organization goals of transitioning from paper records to electronic. Peterson stated \$20,000 had been budgeted.

A motion was made by Nelson to recommend to the Assembly that this temporary position be filled – not to exceed six months and not to exceed the budget (\$20,000). The motion PASSED by the following vote.

Yes: 3 – Wein, Eisenbeisz, and Nelson

3. Customer Service Representative (temp employee)

Members believed the memo provided was self-explanatory.

A motion was made by Nelson to recommend to the Assembly that the hire of a temporary employee for Customer Service until mid-October or until the employee on family leave had returned. The motion PASSED by the following vote.

Yes: 3 – Wein, Eisenbeisz, and Nelson

4. Police Officers

Chief Robert Baty explained he was requesting permission to fill four positions and advertise as positions become vacant. Nelson noted two officers with lawsuits had been terminated and wondered what would happen if they prevailed in litigation. Baty clarified only one per had been terminated and there was no litigation related to that. He stated he was unable to speak to the issue in public. Nelson said she would be comfortable with filling two of the positions, not four. Wein concurred and reminded a previous request for Police Officers had come before the Subcommittee in June. Baty stated those were for positions that were in the process of being filled. Eisenbeisz noted in the June request two of the positions were supposedly grant funded. He wondered if any of the four requests before the Subcommittee today were grant funded. Baty responded no and reiterated the request was for patrol positions. Nelson reminded the Chief could always come to the Assembly meeting on August 13 to speak to an additional two positions. Baty stated two positions was acceptable and he would come back in the future for the additional two positions when appropriate.

A motion was made by Nelson to recommend to the Assembly that two Police Officers be hired. The motion PASSED by the following vote.

Yes: 3 – Nelson, Eisenbeisz, and Wein

5. Dispatch and Records Clerk

Chief Baty stated the position played a critical role, had high turnover and was difficult to fill. He requested he was seeking approval for two hires and for the position to be exempt from the hiring freeze. Wein stated he was surprised to see the request come before the Subcommittee as he was under the impression the position had been previously exempted. Baty stated for clarification purposes staff believed it best to bring the request forward. Members understood there was a high turnover rate and that the position was vital.

A motion was made by Eisenbeisz to recommend the Assembly authorize the hire of Dispatch/Records Clerk up to the authorized strength and exempt the position from the hiring freeze. The motion PASSED by the following vote.

Yes: 3 – Nelson, Eisenbeisz, and Wein

VIII. ADJOURNMENT

A motion was made Nelson to adjourn. Hearing no objections, the meeting adjourned at 12:34 p.m.

Attest: Sara Peterson, MMC
Municipal Clerk