

**City of Lake City**  
**Personnel Committee**  
February 26, 2013  
2<sup>nd</sup> Floor Conference Room  
4:30 p.m.

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Call to Order

Joel Beckman \_\_\_\_\_ Matt Powers \_\_\_\_\_ Mark Spence \_\_\_\_\_

1. Adopt/amend agenda

Motion \_\_\_\_\_ seconded \_\_\_\_\_ to approve/amend the agenda.

2. Approve minutes of the December 20, 2012 meeting

Motion \_\_\_\_\_ seconded \_\_\_\_\_ to approve/amend the minutes.

3. Review changes in employee handbook

4. Discuss status of the current library aides and other part time employees and the new employee handbook criteria for PTO accrual. Review the pto accrual charts.

5. Seasonal employment policy

6. Public Works Director Administrative Assistant position

7. Public Works Director review/update of job descriptions

8. Open bookkeeper position

9. Miscellaneous discussion

Next meeting date: March \_\_\_\_\_ 2013

Adjourn

Motion \_\_\_\_\_ seconded \_\_\_\_\_ to adjourn at \_\_\_\_\_ p.m.