

Employee Relations Committee Meeting Minutes  
November 20, 2023, 5:30 PM  
Newton City Hall - Council Chambers  
101 W 4th St S  
Newton, IA 50208

Meeting Items

I. Roll Call

The Employee Relations Committee of Newton, Iowa, met at 5:30 P.M. on the above date in the Council Chambers at 101 West 4th Street South. Present members: Dalton, Wade, George. Absent: None.

II. Approve the Minutes of the Previous Meeting: October 16, 2023

Moved by Dalton, seconded by George. AYES: Three. NAYS: None. Motion passed.

III. Reorganize Community Services staff into the Community Development Department

Community Services Director Brian Laube will retire from the City of Newton in January 2024 after 30+ plus years of service. Brian carries an incredible workload. The reorganizational proposal places the Parks Operations Supervisor (POS) under the direction of the Community Development Director and places all existing Community Services Department staff in the Community Development Department. We would do everything possible to provide city residents with clear direction on how to contact Parks & Rec staff. While Parks & Rec staff will be officially organized under the Community Development Department, they would not be referred to as Community Services or Community Development staff, but rather rebranded as Newton Parks & Rec. The reorganization would make the following changes:

1. Create a new full-time Sr. City Planner position (Brian Dunkelberger) to take on staff liaison to the Newton Municipal Airport, project management, staff liaison to new set of Boards and Commissions, etc.,
2. Hire in an entry-level City Planner position to start in June or July of 2024,
3. Add one part-time seasonal summer rec intern,
4. Increase the Maytag Pool part-time seasonal supervisor position to \$21/hour for 40/hours per week and 13 hours of pay during the summer,
5. Add an additional groundskeeper (allowing a higher focus on golf course maintenance, to be supervised by the POS) to be paid with Golf funds,
6. Create a new Westwood Clubhouse Manager position (focused on customer service in the new clubhouse facility) to be paid with Golf funds,
7. Provide modest salary increases to the Community Development Director, POS, APOS, Administrative Specialist and Recreation Specialist for taking on additional duties, and
8. Add contracted services of \$10,000 on general fund items (Parks & Rec, Airport, etc.) to assist with project management and other duties.

Moved by Dalton, seconded by George to propose the plan to the full council for approval. AYES: Three. NAYS: None. Motion passed.

IV. Adjourn

Moved by George, seconded by Dalton to adjourn the meeting at 5:44 P.M. Motion unanimously carried by voice vote.

Respectfully submitted by Katrina Davis, CMC, City Clerk