

Meeting Agenda Employee Relations Committee MEETING MINUTES
February 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 Meeting of the Newton, Iowa met at 5:30 P.M. on the above date in the Council Chambers at 101 West 4th Street South. Present Committee Members: Dalton, Ervin, Trotter. Absent: None.
- II. Review of Minutes of the December 19, 2022 meeting
Moved by Dalton, seconded by George to approve the December 19, 2022 Employee Relations Committee Meeting Minutes. AYES: Three. NAYS: None. Motion passed.
- III. Recommendation to Approve Utilities Water Distribution staffing
Utilities Director Jody Rhone proposed to add a Water Distribution Operator for all utility locates for city utilities freeing time for the current Engineering Tech Trainee who will be taking on additional responsibilities. Moved by George, seconded by Dalton to recommend to the full council. AYES: Three. NAYS: None. Motion passed.
- IV. Recommendation to Approve Code Enforcement Division Staffing
Police Chief Burdess proposed additional staffing in the Code Enforcement Division in an effort to further improve the efficiency and effectiveness of code enforcement in Newton. This CSO position would take on the responsibility for grass and snow complaints as well as other minor code violations currently handled by other departments. Moved by Dalton, seconded by George. AYES: Three. NAYS: None. Motion passed to recommend to the full council.
- V. Recommendation to Approve a Fire Prevention Specialist Position
Fire Chief Wellik proposed adding a Fire Prevention Specialist who would be a member of the executive staff and primarily responsible for community risk reduction. They would be the primary fire investigator and expected to be on scene to manage the investigation from start to finish. Additional duties include general preplanning and hazardous materials operations planning and support, vehicle maintenance and repair, vehicle specification and acquisition, the liaison to Building Safety, personnel training for fire prevention, code enforcement, and arson investigation. Moved by George, seconded by Wade. AYES: Three. NAYS: None. Motion passed to recommend to the full council.
- VI. Recommendation to Approve Public Works / Engineering staffing
Public Works Director Grife proposed to replace the open Civil Engineering Technician III position with a Civil Engineering Technician I to be filled by the current Engineering Technician Trainee and to add one Engineering Technician Trainee employee within Engineering and one Public Works Operator to Public Works Operations. The Engineering Technicians provide services and technical assistance to all the city divisions and departments, contractors, and the public. Historically, Engineering was staffed with three full-time technicians to complete these duties; currently, there is one. The additional operator would be split between Landfill and Streets to allow for the busier landfill season and street snow removal in the winter. Moved by Dalton, seconded by George. AYES: Three. NAYS: None.

VII. Adjourn

Moved by George, seconded by Dalton to adjourn the meeting at 5:55 P.M. Motion unanimously carried by voice vote.

Respectfully Submitted by,
Katrina Davis CMC, Newton City Clerk