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**Personnel Committee**  
**Tuesday April 29, 2025**  
**CITY HALL - 405 Jewel Street**  
**MINUTES**

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Personnel Members: Richard Evans, Bob Chapman, James Ronge, Mayor Dan Wegener

Others Attending: Megan Buchda, Caley Visser, Pam Bunkoske, Jane Fude, Robert Affeld, Ed Weiss

1. The Meeting was called to order at 6:30 pm and roll call was taken.
2. J. Ronge / B. Chapman Motioned to Approve the Agenda. Motion carried.
3. R. Evans / J. Ronge Motioned to Approve the April 3, 2025, Minutes. Motion carried
4. **Public Comment.** None.
5. **Review, Discuss, and Possibly Approve City Hall Hour Change.**

City Hall Staff requested a change in Open Hours for City Hall. Current hours are 7:30 – 4:00 Monday thru Friday. The proposed hours for Summer are 7:00 – 4:00 Monday thru Thursday and 7:00 – 11:00 Friday. Survey data of hours for other communities was presented to the Committee for review.

Motion by J. Ronge / R. Evans to change Summer Hours at City Hall to 7:00 am – 4:00 pm Monday thru Thursday and 7:00 am – 11:00 am Friday.  
Motion carried 3-0.

6. **Review, Discuss, and Possibly Approve Amending Personnel Handbook Section 201 Hours of Work.**

Motion by J. Ronge / B. Chapman to change Section 201 – 2 of the City of Juneau Personnel Policies to read as follows:

Department of Public Works, City Hall, and Utilities – Summer Hours.  
DPW, City Hall, and Utility employees may be assigned work schedules consisting of Nine (9) hours on Mondays through Thursdays, and four (4) hours on Fridays

beginning the weeks in the pay period closest to April 15<sup>th</sup> and ending with the period closest to October 1<sup>st</sup>.

Committee Approved removing 30 minute unpaid lunch for City Hall Employees, as they shall receive a twenty-minute paid lunch.

Motion carried 3-0.

**7. Review, Discuss, and Possibly Approve Amending Ordinance 02.08.010 Meeting Times.**

The Committee discussed changing the time for the monthly Common Council Meetings as directed by Ordinance. The consensus was that the time could be set yearly at the organizational meeting by Resolution.

Motion by J. Ronge / B. Chapman to change Ordinance 2.08.010 to read as follows:

**2.08.010 Meeting time and date.**

- A. Regular Meetings. The first regular meeting of the common council shall be held on the third Tuesday of April of each year. Thereafter regular meetings shall be held in the council chambers on the second Tuesday of each month.
- B. Emergency Meetings. The mayor may call an emergency meeting at any time by written notice to each member delivered to him personally or left at his usual abode at least six hours before the meeting.
- C. Roll Call. As soon as the council shall be called to order, the clerk – treasurer shall proceed to call the names of the members in alphabetical order, noting who are present and who are absent and record the same in the proceedings of the council. If it shall appear that there is not a quorum present, that fact shall be entered into the minutes and the council may adjourn, or the presiding officer or, in case of his or her absence, the clerk – treasurer may issue a process to any policeman commanding him forthwith to summon the absentees.
- D. Quorum. Two-thirds of the members constitute a quorum. The mayor shall not be counted in computing a quorum, majority or other proportion under the requirements of law for the same and shall not vote except in cases of a tie.

Motion carried 3-0.

**8. Review, Discuss, and Possibly Approve Fire Department Job Application.**

Chief Ed Weiss requested changes to the application for Fire Department. Pam Bunkoske expressed concern of having different applications for City positions. The Committee recommended that Ed add a page to the standard City application that pertains to the Fire Department. Pam is going to review our current application with the Labor Attorney to be sure it is compliant with best practices.

No action taken.

9. **Old Business.** Jim Ronge contacted Dodgeland to see if there was any interest in having students take minutes of City meetings.
10. **New Business.** None.
11. Set Date and Time for Next Personnel Meeting: Tuesday May 27th, 2025, at 6:30 pm.
12. Motion by B. Chapman / J. Ronge to Adjourn Meeting at 7:22 pm. Motion carried.

Minutes Reported By:

Richard Evans