

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –January 23, 2023
(In person/virtual meeting)**

MEMBERS PRESENT: Ruth Ludwig, Jack Sweeney, Jenny Van Sickle

OTHERS PRESENT: Beth Archer, Linda Cadotte, John Fiskness, Cammi Janigo, John Kiel, Pete Kruit, Mayor Paine, Nick Rhinehart, Jason Serck, Deb Williams

The HRC meeting was called to order at 5:00 pm.

1) Approve the December 19, 2022 HRC Meeting Minutes.

Motion by Van Sickle, seconded by Sweeney, to approve the December 19, 2022 HRC Meeting Minutes.

APPROVED

2) Update for HRC on the results of the part-time GIS Student Internship (*request by Councilor Van Sickle from August meeting*)

No action required.

3) Approve request to make Account Clerk staffing adjustments in Finance as recommended by the Finance Director.

Motion by VanSickle, seconded by Sweeney, to decrease current Full-Time Account Clerk to Part-Time Limited Term Account Clerk and approve hiring an additional Full-Time Account Clerk.

APPROVED

Motion by Van Sickle, seconded by Sweeney, to amend the original motion to include Part-Time Limited Term Account Clerk ending no later than 12/31/23.

APPROVED

4) Approve 5% wage increase for WPPA Union #27 wage reopener effective 1/1/2023, and elimination of Police Officer wage step A

Motion by Van Sickle, seconded by Sweeney, to approve 5% wage increase for WPPA Union #27 wage reopener effective 1/1/2023, and elimination of Police Officer wage step A.

APPROVED

5) Approve request to reclassify current Commercial Building Inspector to Assistant Chief Building Inspector

Motion by Van Sickle, seconded by Sweeney, to approve request to reclassify the current Commercial Building Inspector to Assistant Chief Building Inspector.

APPROVED

6) Approve request to fill positions:

A)Light Equipment Operator-Street Department, and subsequent vacancies if filled in-house

Motion by Sweeney, seconded by Van Sickle, to approve the request to fill the Light Equipment Operator-Street Department, and subsequent vacancies if filled in-house.

APPROVED

7) Review COVID-19 Related Administrative Leave Policy for consideration of extension beyond 1/31/23.

The COVID-19 Related Administrative Leave Policy will not be extended beyond 1/31.
No action required.

8) Discuss establishing stipends for certain citizen commission and committee members (*held in committee from December 2022 meeting*)

Motion by Sweeney, seconded by Van Sickle, to hold discussion on establishing stipends for certain citizen commission and committee members until the February HRC meeting. **APPROVED**

9) Approve pay grade recommendation and request to fill new full-time, benefitted Parks, Recreation & Forestry Volunteer, Events, and Program Coordinator position

Motion by Sweeney, seconded by Van Sickle, to approve pay grade recommendation and request to fill new full-time, benefitted Parks, Recreation & Forestry Volunteer, Events, and Program Coordinator position and subsequent vacancies if filled in house. **APPROVED**

10) Receive and File:

A) Monthly Personnel Report for December 2022

B) On 12/20/22, Library Board approved update to policy #13.07: Emergency Closings–Superior Public Library

C) On 1/11/23, Library Board approved 5% wage increase for all library employees effective 1/1/2023

The committee received and filed the Monthly Personnel Report for December, the Library Board's update to policy #13.07, and the Library Board's approved 5% wage increase.

11) Human Resources Updates

No action required.

The meeting adjourned at 7:02 pm