

HUMAN RESOURCES COMMITTEE Meeting Minutes SEPTEMBER 18, 2023 Regular Meeting

The meeting was called to order by Vice Chair Van Sickle at 5:00 p.m. on September 18th, 2023 in room 204 of the Government Center.

1 ROLL CALL

MEMBERS PRESENT: Ruth Ludwig (virtual), Jenny Van Sickle, Jack Sweeney, Mark Johnson (virtual)

MEMBERS ABSENT: NA

CITY STAFF PRESENT: Nicholas Alexander (virtual), Beth Archer, Brian Bustrak, Linda Cadotte, Chris Carlson, Tylor Elm, Cammi Janigo, Peter Kruit, Mayor Paine, Jon Shamla, Joe Tribbey (virtual), Camron Vollbrecht, Deb Williams

OTHERS PRESENT: Shelley Nelson

2 APPROVAL OF MINUTES

2.1 Human Resources Committee (Meeting held August 21, 2023)

MOTION by Sweeney, seconded by Ludwig. Motion carried.

3 OLD BUSINESS

3.1 Approve updated Staff Assistant job description.

The councilors requested that a few additional changes be made and brought back to next month's meeting for review.

MOTION by Sweeney, seconded by Ludwig, to hold in committee until the October HRC meeting. Motion carried.

3.2 Approve job description, pay grade, and Appendix A benefits for the new Broadband Manager position.

The councilors requested that a few additional changes be made and brought back to next month's meeting for review.

MOTION by Sweeney, seconded by Ludwig, to hold in committee until the October HRC meeting. Motion carried.

- 3.3 Request to fill the Broadband Manager position and subsequent vacancies if filled in-House.

MOTION by Van Sickle to make an amendment to strike “and subsequent vacancies if filled in-house,” seconded by Sweeney. Amendment carried.

MOTION by Van Sickle, seconded by Sweeney, to hold the request to fill the Broadband Manager position in committee until the October HRC meeting. Motion carried.

- 3.4 Adopt 2024 non-union wage plan recommended by Carlson-Dettmann, 50th percentile or 50th/75th percentile blend.

No action taken. The Mayor will bring this item back at next month’s meeting.

- 3.5 Discuss 2024 wage increase for non-union employees.

No action taken. The Mayor will bring this item back at next month’s meeting.

- 3.6 WPPA #27 Police Union Negotiations (*refer to closed session*)

MOTION by Van Sickle, seconded by Sweeney, to suspend the rules and move item #3.6 after item #4.5. Motion carried.

Joe Tribbey left the meeting at 5:46 pm.

4 NEW BUSINESS

- 4.1 Request to fill a new Full-time Building Inspector position.

MOTION by Ludwig, seconded by Sweeney. Motion carried.

Tylor Elm, Peter Kruit, and Brian Bustrak left the meeting at 6:31 pm.

- 4.2 Request for an exception to take home vehicle residency distance requirement.

Councilor Ludwig requested that the policy on the vehicle residency distance requirement be brought to next month’s meeting for further review, along with information pertaining to the annual cost and the number of vehicles used throughout the City.

MOTION by Ludwig, seconded by Sweeney. Motion carried.

- 4.3 Request to pay wage step 10 for temporary part-time Working Foreman for ESD Operations until the full-time position is filled.

MOTION by Sweeney, seconded by Ludwig. Motion carried.

- 4.4 Request to fill full-time Working Foreman position for ESD Operations.

MOTION by Sweeney, seconded by Ludwig. Motion carried

4.5 Approve updated Equal Employment Opportunity Program and Affirmative Action Plan – Policy #2.01.

MOTION by Ludwig, seconded by Sweeney. Motion carried.

MOTION by Van Sickle, seconded by Sweeney, to table the WPPA Local #27 closed session to hear recurring business items 5.1 and 5.2.

5 RECURRING BUSINESS

5.1 Receive and file monthly personnel report for August 2023

Members of the committee received and filed.

5.2 Human Resources updates

No action required.

MOTION by Van Sickle, seconded by Sweeney, to pull from the table the WPPA Local #27 negotiations.

3.6 WPPA #27 Police Union Negotiations (*refer to closed session*)

Closed under Wisconsin Statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

4.6 IAFF #74 Fire Union Negotiations (*refer to closed session*)

Closed under Wisconsin Statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**MOTION by Sweeney, seconded by Ludwig, to go into closed session at 7:15 pm.
(For Police and Fire negotiations)**

MOTION by Sweeney, seconded by Ludwig, to come back into open session at 8:43 pm.

No further action was taken by the committee.

6 ADJOURNMENT

Meeting was adjourned at 8:44 p.m.

Respectfully submitted by Beth Archer

