

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –May 18, 2020**

MEMBERS PRESENT: Ruth Ludwig, Jack Sweeney, Jenny Van Sickle, Brent Fennessey (teleconference)

OTHERS PRESENT: Shawna Anderson (teleconference), Debbie Bergstrom, Linda Cadotte (teleconference), Chris Carlson, Todd Janigo, Cammi Koneczny, Shelley Nelson (teleconference), Mayor Paine, Frog Prell, Dan Shea

The HRC meeting was called to order at 4:03 pm.

1) Election of HRC Chair and Vice-Chair.

Motion by Sweeney, seconded by Van Sickle, to elect Ludwig as HRC Chairperson. APPROVED

Motion by Van Sickle, seconded by Ludwig, to elect Sweeney as HRC Vice-Chairperson. APPROVED

2) Approve the April 20, 2020 HRC Meeting Minutes.

Motion by Sweeney, seconded by Van Sickle, to approve the April 20, 2020 HRC meeting minutes. APPROVED

3) Approve correction to City Ordinances 2-53: Compensation for Aldermen, and 2-54: Alderman's Expenses.

Prell explained that when the ordinance was changed to increase the even districts compensation effective in April 2019, the odd districts were inadvertently omitted from the new ordinance language. This ordinance correction is designed to remedy that. This is presented to you as a correction, rather than a proposed, new, or modified ordinance, because the Council's intent was to adopt and pass the new ordinance to reflect these compensation changes and the omission of the odd districts from that change was simply a mistake. It will be included on the next council agenda as part of the minutes and not as a stand-alone ordinance, because it is to remedy a clerical mistake.

Motion by Ludwig, seconded by Sweeney, to approve the correction to City Ordinances 2-53: Compensation for Aldermen, and 2-54: Alderman's expenses. APPROVED

**4) Discuss RW Group's recommendation for the Parks & Recreation Programs and Events Coordinator position (Recommendation #25). (held in committee from 3/16/20 & 4/20/20 meetings)
A) Approve creating and filling a full-time, benefitted Parks & Recreation Volunteer, Events and Program Coordinator position.**

Motion by Sweeney, seconded by Van Sickle, to table this item until the budget comes up for 2021. APPROVED

**5) Approve revised job description:
A) Administrative Assistant-Public Works/Parks, Rec & Forestry**

Motion by Sweeney, seconded by Van Sickle, to approve the revised Administrative Assistant Public Works/Parks, Rec & Forestry job description. APPROVED

6) Request staffing to support new Building Inspection software:

A) Increase current GIS Technician/Database Specialist from part-time to full-time.

Motion by Sweeney, seconded by Van Sickle, to approve increasing the current GIS Technician/Database Specialist from part-time to full-time.

APPROVED

B) Approve GIS Technician/Database Specialist job description changes

Motion by Sweeney, seconded by Van Sickle, to approve the GIS Technician/Database Specialist job description changes.

APPROVED

7) Request from Councilor Fennessey for the City to enter into a partnership with Project SEARCH and become the business host for the 2020-21 school year.

Motion by Sweeney, seconded by Van Sickle, to hold this item in committee for further information from the Mayor and Project SEARCH.

APPROVED

8) Receive and File:

A) Monthly Personnel Report for April 2020

Motion by Van Sickle, seconded by Sweeney, to receive and file the Monthly Personnel Report for April 2020.

APPROVED

9) Human Resources Updates.

No action required.

10) Discussion and approval of the time for the Human Resources Committee every month.

Motion by Van Sickle, seconded by Sweeney, to move the regular monthly HRC meetings to 5:00 pm on the 3rd Monday of each month.

APPROVED

The meeting adjourned at 5:28 pm.