

HUMAN RESOURCES COMMITTEE Agenda
Monday, May 15th, 2023–5:00 p.m.
Government Center Room 204



VIDEO CALL LINK: [Click here to join the meeting](#)
Meeting ID: 294 785 612 623 **Passcode:** 9TxdyR
Dial-in option: 18722428028

City Ordinance Sec. 42-20: “The Human Resources Committee shall have charge of all city matters arising under Wis. Stats. Ch. 111 and shall be responsible for the direction of all personnel matters involving employees and officers of the city.”

COMMITTEE MEMBERS: Ruth Ludwig (Chair), Jenny Van Sickle (Vice-Chair), Jack Sweeney, Mark Johnson (Alternate)

1 ROLL CALL

2 APPROVAL OF MINUTES

2.1 Human Resources Committee (Meeting held April 17th, 2023)

3 OLD BUSINESS

3.1 Discussion on establishing stipends for certain citizen commission and committee members.

4 NEW BUSINESS

4.1 Election of HRC Chairperson and Vice Chairperson

4.2 Request to fill the Landfill Working Foreman position, and subsequent vacancies if filled in-house.

5 RECURRING BUSINESS

5.1 Receive and file monthly personnel report for April 2023

5.2 Human Resources updates

6 ADJOURNMENT

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.

Pursuant to the Americans with Disabilities Act of 1990, if you need an accommodation to participate in the public meeting process, please call (715) 395-7200 by 4:30 p.m. on the day prior to the scheduled meeting date (OR dial 711 for Telecommunications Relay Service). The City will attempt to accommodate any request depending on the amount of notice received.

In compliance with Wisconsin Open Meetings Law, this agenda was posted on 05/10/2023 at the following locations: Superior Government Center, Douglas County Courthouse, Superior Public Library, and online at <https://www.ci.superior.wi.us/agendacenter>. It was also emailed to the Superior Telegram.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –April 17th, 2023
(In person/virtual meeting)**

MEMBERS PRESENT: Ruth Ludwig, Jenny Van Sickle

OTHERS PRESENT: Beth Archer, Nicholas Alexander, Cammi Janigo, Marc Letendre (virtual), Shelley Nelson, Mayor Paine (virtual), Cam Vollbrecht, Deb Williams
Jack Sweeney was absent.

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

1) Approve the March 20, 2023 HRC Meeting Minutes.

Motion by Van Sickle, seconded by Ludwig, to approve the March 20, 2023 HRC Meeting Minutes.

APPROVED

2) Approve the amended March 8, 2023 HRC Meeting Minutes.

Motion by Van Sickle, seconded by Ludwig, to approve the amended March 8, 2023 HRC Meeting Minutes.

APPROVED

3) Approve request to expand the rank of Police Sergeant by one position to supervise the Lake Superior Forensic Technology (LSFT) and Internet Crimes Against Children (ICAC) Task Force.

This request does not increase the current number of sworn officers.

Motion by Van Sickle, seconded by Ludwig, to approve the request to expand the rank of Police Sergeant by one position to supervise the Lake Superior Forensic Technology (LSFT) and Internet Crimes Against Children (ICAC) Task Force.

APPROVED

4) Review and update Policies & City Ordinance:

A) #02.02- Anti-Harassment/Sexual Harassment

Motion by Van Sickle, seconded by Ludwig, to approve the updates to policy #02.02- Anti-Harassment/Sexual Harassment.

APPROVED

B) #20.20- Workplace Environment

Motion by Van Sickle, seconded by Ludwig, to approve the updates to policy #20.20- Workplace Environment.

APPROVED

C) #16.01- Disciplinary Actions

Motion by Van Sickle, seconded by Ludwig, to approve the updates to policy #16.01- Disciplinary Actions.

APPROVED

D) Ordinance # O23-XXXX sec. 42-53, Appeals of Written Reprimand

Motion by Van Sickle, seconded by Ludwig, to approve the updates to Ordinance # O23-XXXX sec. 42-53, Appeals of Written Reprimand.

APPROVED

5) Discuss establishing stipends for certain citizen commission and committee members (*held in committee from March 20,2023 meeting*)

Motion by Ludwig, seconded by Van Sickle, to hold in committee until the May HRC meeting. **APPROVED**

6) Request to fill positions:

A) City Clerk and subsequent vacancies if filled in-house.

Motion by Van Sickle, seconded by Ludwig, to approve the request to fill City Clerk and subsequent vacancies if filled in-house. **APPROVED**

7) Receive and File:

A) Monthly Personnel Reports for March 2023

The committee received and filed the Monthly Personnel Reports for March 2023.

8) Human Resources Updates

No action required.

9) Employee request for an additional extension on leave of absence. (*refer to closed session*)

Motion by Van Sickle, seconded by Ludwig to move into closed session at 5:42 pm. **APPROVED**

Motion by Van Sickle, seconded by Ludwig to move back into open session at 5:48 pm. **APPROVED**

9) Employee request for an additional extension on leave of absence.

Motion by Van Sickle, seconded by Ludwig, to approve a final extension on the employee's leave of absence, which will expire 3 months from the April HRC meeting. **APPROVED**

The meeting adjourned at 5:49 pm

Committee	Citizen members/seats	Frequency/rate (\$25)	Est. Total	Policy
Column1	Column2	Column3	Column4	Appointees may decline stipend
Assessment Board of Review		5 (meets annually)	125.00	Appointees who are paid their regular hourly rate by their employers for their time, professional association, and service shall decline stipend. City of Superior employees are not eligible for committee stipends.
Board of Building Appeals		5 (meets as needed)	125.00	No appointee can collect a stipend for more than one committee concurrently
Civil Service Commission		5 (meets as needed)	125.00	No elected member is eligible for an appointee stipend
Communications and IT Committee		3 (meets monthly?)	900.00	Stipends shall not exceed 12 installments per calendar year
CDBG		3 (once a year?)	75.00	Stipend is \$25 per in person meeting
CEPA		5 (meets quarterly?)	500.00	Stipend for virtual attendance is \$15 per meeting
Golf Course		4 (meets quarterly?)	400.00	Payments are issued direct deposit quarterly
Historic Preservation		5 (meets quarterly?)	500.00	Appointees are responsible for ensuring finance has their most up to date information
Liability Claims		5 (meets monthly)	1,500.00	Appointee stipends are not eligible for backpay
Library Board		5 (meets 11 times/yr)	1,375.00	Stipends are issued at the discretion of Dept Heads to include in their annual budgets
Commission on Communities of Color		4 (meets monthly)	1,200.00	
Commission on Disabilities		4 (meets 9 times/yr)	900.00	
Parks and Rec Commission		4 (meets quarterly)	400.00	

Plan Commission	5	(meets monthly)	1,500.00	
Police and Fire Commission	5	(meets monthly)	1,500.00	
Redevelopment Authority	3	(meets quarterly)	300.00	
Tourism Commission	2	(meets monthly?)	600.00	
Urban Tree Board	5	(meets monthly)	1,500.00	
Wisconsin Point Committee	1	(meets quarterly)	100.00	
TOTAL			13,625.00	



SUPERIOR

W I S C O N S I N

Living up to our name.

Cammi Janigo, Human Resources Director
Deb Williams, Human Resources Specialist
Beth Archer, Human Resources Administrative Assistant

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May 9, 2023

HRC Agenda: May 15, 2023

TO: Human Resources Committee
FROM: Cammi Janigo, Human Resources Director
RE: Request to Fill Position

Recommendation: Approve request to fill position as described below.

- A) Working Foreman – Landfill, and subsequent vacancies if filled in-house: Regular full-time benefitted non-union position. Position will be filled until closing of Landfill. Position is vacant due to a retirement. The 2023 wage is \$37.60.

Approve filling positions as described above:

Will provide signed copy at meeting.

Jim Paine, Mayor

Date

TO: MEMBERS OF THE COMMON COUNCIL
FROM: HUMAN RESOURCES
RE: MONTHLY PERSONNEL REPORT – APRIL 2023

<u>Effective Date</u>	<u>Employee Name, Position</u>	<u>Department</u>	<u>Description</u>
04/01/2023	Richard Heckman, Medium Equipment Operator	Parks	25 Year Longevity
04/01/2023	Catherine Folman, Landfill Technician	Landfill	Wage-Step Increase
04/02/2023	Scott Shepard, Working Foreman	Street	Completed (Promotional) Probation
04/02/2023	Linda Cadotte, Parks, Rec, & Forestry Director	Parks	Wage-Step Increase
04/03/2023	Adam Jackson, Light Equipment Operator	Street	New Hire
04/03/2023	Aidan Kealey-Swenson, Firefighter	SFD	Wage-Step Increase
04/04/2023	Janice Darwin, Contract Analyst	Finance	Wage-Step Increase
04/05/2023	Steven Mischel, Library Custodian	Library	New Hire
04/06/2023	Tammy Krejci, Sr. Police Records Clerk	SPD	Reclassification
04/10/2023	Caleb Sorvik, Fire Inspector	SFD	Promotion
04/10/2023	Neil Fairbanks, Seasonal Laborer	Landfill	Rehire
04/11/2023	Ida Sampson, ESD Stormwater & Admin. Services Mgr.	ESD	Completed probation/Wage-step increase
04/12/2023	Connor Grigsby, Firefighter	SFD	Non-promotional job change
04/14/2023	Sharita Turner, Temp. Typist Clerk	City Clerk	Temp assignment ended
04/15/2023	Megan Hogfeldt, ESD Water Resources Specialist	ESD	Wage-step increase
04/16/2023	Raymond Koenen, Medium Equip. Operator	Street	Completed (Promotional) Probation
04/16/2023	Jack Haskins, Medium Equip. Operator	Street	Completed (Promotional) Probation
04/16/2023	Devon Hanson, Medium Equip. Operator	Street	Completed (Promotional) Probation
04/16/2023	Colton Collins, Medium Equip. Operator	Street	Completed (Promotional) Probation
04/18/2023	Lindsey Graskey, Council Member	City Council	Reappointed to position/Wage increase
04/18/2023	Mark Johnson, Council Member	City Council	Wage increase
04/18/2023	Michael Herrick, Council Member	City Council	Reappointed to position/Wage increase
04/18/2023	Ruth Ludwig, Council Member	City Council	Wage increase
04/18/2023	Tylor Elm, Council Member	City Council	Reappointed to position/Wage increase
04/18/2023	Kyle Fennessey, Council Member	City Council	Wage increase
04/18/2023	Nicholas Ledin, Council Member	City Council	Wage increase
04/18/2023	Jack Sweeney, Council Member	City Council	Reappointed to position/Wage increase
04/18/2023	Jennifer Van Sickle, Council Member	City Council	Reappointed to position/Wage increase
04/18/2023	James Paine, Mayor	Mayor's Office	Reappointed to position/Wage increase
04/18/2023	Cydnee Chadwick, Library Page	Library	Completed probation
04/18/2023	Garner Moffat, Council Member	City Council	New Hire
04/23/2023	Amanda Granlund, Staff Assistant	ESD	5 Year Longevity/Wage-step increase
04/24/2023	David Johnstone, Seasonal Laborer	Parks	Rehire
04/24/2023	Joseph La Venture, Seasonal Laborer	Parks	Rehire
04/24/2023	Jeffrey Slagan, Seasonal Laborer	Parks	Rehire
04/26/2023	Karie Markon, Account Clerk	Finance	New Hire
04/27/2023	Paul Krosemen, ESD Info. Serv. Database Analyst	ESD	Wage-step increase
04/27/2023	Mark Unger, ESD WW Facility Planning Coord.	ESD	Wage-step increase
04/28/2023	Theresa Smith, ESD Chemist	ESD	Wage-step increase
04/29/2023	Mikayla Lerette, Investigator	SPD	10 Year Longevity
04/29/2023	Griffith Coffman, Detective	SPD	10 Year Longevity