

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES –January 18, 2021
(Virtual meeting)**

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

OTHERS PRESENT: Debbie Bergstrom, Chris Carlson, Cammi Koneczny, Pete Kruit, Shelley Nelson, Mayor Paine, Heather Peterson, Frog Prell, Nick Raverty

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

1) Approve the December 21, 2020 HRC Meeting Minutes.

Motion by Sweeney, seconded by Van Sickle, to approve the December 21, 2020 HRC Meeting Minutes.

APPROVED

2) **Approve request to fill positions:**

A) Police Officer (3 positions)

Motion by Van Sickle, seconded by Sweeney, to approve the request to fill 3 Police Officer positions.

APPROVED

3) **Approve reclassification of Building Inspection positions and addition of an annual certification allowance.**

A) Approve revised job descriptions:

i) Code Compliance Officer I & II

Motion by Van Sickle, seconded by Sweeney, to approve the revised Code Compliance Officer I & II job description.

APPROVED

ii) Building Inspector-UDC I & II/Building Inspector-Commercial (formerly Certified Inspector I, II, III)

Motion by Sweeney, seconded by Van Sickle, to approve the revised Building Inspector-UDC I & II/Building Inspector-Commercial job description.

APPROVED

B) Approve pay grade changes for building inspection positions as outlined in attachment

Motion by Van Sickle, seconded by Sweeney, to approve the pay grade changes for building inspection positions as outlined in the attachment.

APPROVED

C) Approve new Annual Certification Allowance for building inspection positions as outlined in attachment

Motion by Van Sickle, seconded by Sweeney, to approve the new Annual Certification Allowance for building inspection position as outlined in the attachment.

APPROVED

**4) Approve updated job description:
A) City Attorney**

Motion by Van Sickle, seconded by Sweeney, to change #3 under Typical Tasks of the City Attorney job description to strike the word Bonds. APPROVED

Motion by Van Sickle, seconded by Sweeney, to change #5 under Typical Tasks of the City Attorney job description to say Negotiates and drafts, and proactively works with the Contract Analyst and other staff, to monitor and enforce contracts, leases, MOU's, and other agreements that affect the City. APPROVED

Motion by Sweeney, seconded by Van Sickle, to approve the updated City Attorney job description. APPROVED

5) Discuss City Attorney Survey Results (RW Group Recommendation #9 – City Attorney Staff/Outsourcing legal matters).

Motion by Sweeney, seconded by Van Sickle, to go back to the benchmark cities and ask them 1) what are the top 3 areas they are outsourcing, 2) how long have they been outsourcing those things, 3) what is the reason for outsourcing those things. APPROVED

Motion by Van Sickle, seconded by Sweeney, to review the RW Group Report at the next HRC meeting for a status update, and address any items needing to be addressed. APPROVED

Sweeney requested that HRC, as a committee, write a synopsis of what the committee has done with the RW Group Report and why they did it.

Mayor Paine offered to write the report for the next HRC meeting.

**6) Receive and File:
A) Monthly Personnel Report for December 2020**

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

7) Human Resources Updates.

No action required.

The meeting adjourned at 6:18 p.m.