

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –April 17<sup>th</sup>, 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