

HUMAN RESOURCES COMMITTEE Meeting Minutes October 16, 2023 Regular Meeting

The meeting was called to order by Chair Ludwig at 5:00 p.m. on October 16th, 2023 in room 204 of the Government Center.

1 ROLL CALL

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

CITY STAFF PRESENT: Beth Archer, Cammi Janigo (virtual), John Kiel, Mayor Paine, Camron Vollbrecht

OTHERS PRESENT: Shelley Nelson

2 APPROVAL OF MINUTES

2.1 Human Resources Committee (Meeting held September 18, 2023)

MOTION by Sweeney, seconded by Van Sickle. Motion carried.

3 NEW BUSINESS

3.1 Approve updates to Policy #20.06 – Safety Eyewear Program.

MOTION by Van Sickle, seconded by Sweeney. Motion carried.

3.2 Review current City take home vehicle policy.

MOTION by Van Sickle, seconded by Sweeney, to hold in committee until the November HRC meeting.

MOTION by Sweeney, seconded by Van Sickle, to move “Recurring Business” items 4.1 and 4.2 below item 5.5. Motion Carried.

5 OLD BUSINESS

5.1 Approve updated Staff Assistant job description.

MOTION by Van Sickle, seconded by Sweeney, to approve the job description as amended. Motion carried.

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

Councilor Sweeney requested that the Worker’s Compensation code be added to the job description.

MOTION by Ludwig, seconded by Van Sickle. Motion Carried

5.3 Request to fill the Broadband Manager position.

MOTION by Sweeney, seconded by Van Sickle, to hold in committee until the November HRC meeting. Motion carried.

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

Councilor Van Sickle abstained from the discussion. No action was taken by the committee.

5.5 Recommend 2024 wage increase for non-union employees.

Mayor Paine recommended a 3% increase for all non-union employees, effective 1/1/2024. Councilor Van Sickle abstained from the discussion.

MOTION by Sweeney, seconded by Johnson. Motion carried.

4 RECURRING BUSINESS

4.1 Receive and file monthly personnel report for September 2023.

The committee received and filed.

4.2 Human Resources updates

No action required.

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

5.7 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 Ludwig, seconded by Sweeney, to go into closed session at 6:37 pm.
(For police and Fire Negotiations)**

**MOTION by Sweeney, seconded by Van Sickle, to go back into open session at 7:17 pm.
Motion carried.**

No further action was taken by the committee.

4 ADJOURNMENT

Meeting was adjourned at 7:17 p.m

Respectfully submitted by Beth Archer