

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES – April 15, 2019**

**MEMBERS PRESENT:** Ruth Ludwig, Craig Sutherland, Jack Sweeney

**OTHERS PRESENT:** Debbie Bergstrom, John Kiel, Cammi Koneczny, Pete Kruit, Lee Sandok Baker, Jon Shamla

The meeting was called to order at 4:01 pm.

**1) Approve 3/18/19 HRC meeting minutes.**

Motion by Sutherland, seconded by Sweeney, to approve the 3/18/19 HRC meeting minutes. APPROVED

**2) Approve 4/1/19 HRC special meeting minutes.**

Motion by Sutherland, seconded by Sweeney, to approve the 4/1/19 HRC special meeting minutes. APPROVED

**3) Local #27 Grievance #1-27-19: Esler denied court pay. (held in committee from 3/18/19 mtg)**

The decision is made considering the information presented by City Attorney Prell at the HRC Special Meeting of April, 1, 2019.

Motion by Sweeney, seconded by Sutherland, to deny Local #27 Grievance #1-27-19. Roll call vote taken.

Yes – Sutherland, Sweeney, Ludwig UNANIMOUSLY APPROVED

**4) Referred from 12/18/18 Council Meeting: Mayor Paine's request to add Martin Luther King Jr. Day as a paid holiday for City employees. (to include HRC's employee survey results)**

Motion by Ludwig, seconded by Sweeney, to approve adding Martin Luther King Jr. Day as a paid holiday for City employees. Roll call vote taken and motion failed due to lack of majority.

No – Sweeney, Sutherland

Yes - Ludwig

**5) Request to fill positions:**

**A) Code Compliance Student Worker**

Motion by Sutherland, seconded by Sweeney, to approve the request to fill a Code Compliance Student Worker position. APPROVED

**B) Engineering Student Worker (PW Admin)**

Motion by Sutherland, seconded by Sweeney, to approve the request to fill an Engineering Student Worker position in Public Works Administration. APPROVED

**C) Firefighter**

Motion by Sutherland, seconded by Sweeney, to approve the request to fill a Firefighter position. APPROVED

**6) Approve revised policies:**

- A) Salary & Benefit Policy/Handbook, Section 18-Overtime & Compensatory Time: (*add language to address when employees handle issues over the phone without reporting to work*)**

Motion by Sweeney, seconded by Sutherland, to approve the revised Salary & Benefit Policy/Handbook, Section 18-Overtime & Compensatory Time.

APPROVED

- B) W-4 Forms #09.06 (*update language to comply with IRS*)**

Motion by Sutherland, seconded by Sweeney, to approve the revised W-4 Forms policy #09.06.

APPROVED

**7) HRC's informational review of Handbook, Sections 22-24.**

Motion by Sutherland, seconded by Sweeney, to receive and file HRC's informational review of Handbook, Sections 22-24.

APPROVED

**8) Receive and File:**

- A) Monthly Personnel Report for February 2019.**  
**B) Monthly Personnel Report for March 2019.**

Motion by Sweeney, seconded by Sutherland, to receive and file the Monthly Personnel Reports for February and March 2019.

APPROVED

**9) Human Resources Department update.**

No action required.

The meeting was adjourned at 4:50 pm.