

Human Resources Committee
November 15, 2016

The **Human Resources Committee** met Tuesday, November 15, 2016, at 4:00 p.m. in the Conference Room at City Hall. Present were Committee Members Susanne Galbraith, Kathy Wilcox, Rick Huber and Jeff Erlenbusch. Also present were City Clerk Lorrie Pearce, Police Chief Doug Colombik, and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens
None

2. Committee Member Comments
None

3. Unfinished Business

A. City position description reviews – completed by December 2016.
Reviewed Engineering and Operations position descriptions and noted changes to each position description.

***Committee Member Galbraith moved to accept the position descriptions with changes as noted, and seconded by Committee Member Erlenbusch. On roll call vote, motion **passed** 4-0.*

B. Draft position descriptions template for City non-union positions – pending to Jan 2017

C. Development of wage scales for City non-union positions – pending to Jan 2017

4. New Business

A. CDL Requirements in City policy(ies)

***Committee Member Erlenbusch moved to table item until the next meeting, and seconded by Committee Member Galbraith. On roll call vote, motion **passed** 4-0.*

B. Police Admin Position Description (Dispatcher) – revisions request by Sheriff
Sheriff unable to attend meeting.

***Chairperson Wilcox moved to table item until the next meeting, and seconded by Committee Member Erlenbusch. On roll call vote, motion **passed** 4-0.*

C. Wage review- Acting Dispatch Supervisor's stipend for additional duties
See Resolution 3907; April 4, 2016

***Council Member Erlenbusch moved to send Item C, by title only, to the Finance Committee for further review, seconded by Committee Member Huber. On roll call vote, motion **passed** 4-0.*

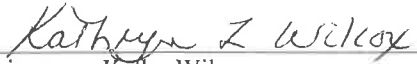
5. Schedule Committee's Next Meeting: consider Tue, Dec 6, 2016 4:30 p.m.

6. Adjournment

***Committee Member Huber moved to adjourn, seconded by Committee Member Galbraith. The motion passed unanimously.*

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins