

Human Resources Committee

March 17, 2016

The **Human Resources Committee** met Thursday, March 17, 2016, at 7:00 p.m. in the Conference Room at City Hall. Present were Committee Members Rachel Sloan, Susanne Galbraith, Kathy Wilcox and Jeff Erlenbusch. Also present were Union 283A Secretary Tom Speelmon, Public Works/Utilities Office Clerk/Receptionist Dianna Larson, Public Works Director Scott Gray, Utilities Distribution Director Allen Kelm, City Planner in Training Dawn Colton and Deputy City Clerk/Committee Recorder Linda Wilkins.

Committee Chairperson Rachel Sloan called the meeting to order.

1. Requests of Citizens

None

2. Review and recommend salary increase for seasonal lifeguards and pool manager

Director Gray stated increasing the wage for lifeguards would help in obtaining a larger number of qualified applicants for the summer season. The pool manager goes above and beyond in carrying out the tasks associated with managing the pool and maintains the required certification for operating a pool. He would like to increase the pool manager's wage because of experience and dedication to maintaining a safe pool. He has reviewed the remainder of the FY 15/16 budget and will have the funds available for the increases and will budget accordingly for FY 16/17.

***Committee Member Galbraith moved to recommend to City Council \$1000/month increase for the city pool manager and \$1/hour for lifeguards, seconded by Committee Member Erlenbusch, upon roll call vote the motion passed unanimously.*

3. Review and recommend salary increase for park department seasonal employees

Director Gray once again stated the need for larger number of qualified applicants to select from for the summer season. The City does have one returning seasonal park employee, but will require another employee for the summer. Park work has been increased with the upkeep of Bender Park and Milwaukee Park.

***Committee Member Wilcox moved to recommend to City Council a \$2/hour increase in wages for seasonal park employees, seconded by Committee Member Erlenbusch, upon roll call vote the motion passed unanimously.*

4. Review and recommend salary increase for Public Works/Utilities Office Clerk/Receptionist

Clerk/Receptionist Larson stated there had not been a true assessment of her position during the Salary Survey and thus her wages were frozen. In July of 2013 her job description was reviewed, but there with no monetary compensation. Committee Member Galbraith stated that she felt that the current job description should be reviewed before any decision was made on salary increase and that legal advice should be sought to be sure the salary survey and union contract are being followed.

***Committee Member Galbraith recommended review, and update of the Public Works/Utilities Office Clerk/Receptionist job description to reflect current duties and clarify Salary Survey Agreement in regards to increasing frozen wages, seconded by Committee Member Wilcox, upon roll call vote the motion passed unanimously.*

5. Review and recommend salary increase for City Planner

Planner Colton stated that she was relying less on the contract in place with Dave DeGrandpre. She felt this would provide the city with a savings and her training has progressed since assuming the Planner in Training Position.

***Committee Member Galbraith moved to recommend to City Council a \$2/hour increase in wages for the city planner, seconded by Committee Member Erlenbusch.*

***Committee Member Wilcox amended the original motion to ask for additional information prior to recommendation of the wage increase, seconded by Committee Member Erlenbusch upon roll call vote the motion failed 2 -2.*

On roll call vote the original motion passed 3 – 1.

6. Adjournment

***Committee Member Galbraith moved to adjourn the meeting, seconded by Committee Member Erlenbusch. Motion passed unanimously.*

The meeting was adjourned at 8:53 p.m.

Respectfully submitted,



Chairperson Rachel Sloan



Recorder Linda Wilkins