

**Human Resources Committee**  
**February 2, 2017**

The **Human Resources Committee** met Thursday, February 2, 2017, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, Jeff Erlenbusch and John Uden. Also present were City Clerk Lorrie Pearce and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order. Correct Agenda to read February 2, 2017

1. Request of Citizens

None

2. Committee Member Comments

Chairperson Wilcox welcomed John Uden to the committee. Committee Member Erlenbusch also welcomed Committee Member Uden to the committee. Committee Member Uden notified the chairperson that he may abstain from voting on an issue if he has not familiarized himself with it. There was discussion regarding the packets, Chairperson Wilcox commented that she would e-mail packages the day before the meeting.

3. Elect Committee Chair

*\*\* Committee Member Uden moved to reappoint Kathy Wilcox for the coming year as Committee Chair, seconded by Committee Member Galbraith.*

*\*\* Committee Member Galbraith moved that nominations be closed, seconded by Committee Member Uden. By unanimous consent the nominations were closed.*

*\*\* By a voice vote, Committee Member Wilcox was elected as the Chairperson. Ayes 4, Nays 0*

Chairperson Wilcox thanked the committee for their vote of confidence, and will try not to let them down.

4. Unfinished Business

A. Draft position descriptions template, City non-union positions- pended to after completion of the Wage Survey

Chairperson Wilcox explained to Committee Member Uden that the committee will be working on a more standardized position description and would be working on pay scales.

B. Development of wage scales for City non-union position- pended to after completion of the Wage Survey

C. Job Descriptions review- Finance Department; pended from January 2017

Chairperson Wilcox asked HR Officer Wilkins to review the changes to the City Clerk Position Description. HR Officer Wilkins stated that some changes were suggested by Clerk Pearce and others were deletion of repetition in the position description. Clerk Pearce commented that she reviewed the position description and made changes in line with the recommendations of the committee for position descriptions. HR Officer Wilkins stated that the performance standards were realigned with City Personnel Policy. Clerk Pearce noted that the position description stated her supervisor is also City Council, which is incorrect because the position is only supervised by the Mayor. Committee had wording added under Financial Duties ...”accounting procedures, ...”. Under Personnel Management add wording to indicate that performance evaluations are to be done annually and submits a written appraisal to HR Officer.

*\*\*Committee Member Galbraith moved to approve the City Clerk position description with the changes as noted, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 4-0.*

Chairperson Wilcox asked HR Officer Wilkins to review the changes made to the Utility Billing Assistant Position Description. Committee Member Galbraith suggested that language be added under Summary of Work "other permits or receipts as needed." Class for this position would be Clerk, add exempt or non-exempt. Remove under Utility Billing & Collection & Information System sixth bullet "assists in reconciling utility billing activity with the general ledger."

*\*\*Committee Member Uden moved the committee approve the Utility Billing Assistant Position Description with additions as noted, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 4-0.*

D. Final review and recommendation: Interim Council Vacancies policy/procedure

Chairperson Wilcox asked Clerk Pearce to explain the changes made to the policy. Clerk Pearce commented that most of the changes made by the City Attorney were in the word "should" to "shall". Chairperson Wilcox explained to Committee Member Uden that the policy was to give all applying to serve on the council equal time and consistency in the process. Chairperson Wilcox liked the idea of discussing the individual applicants and then having the applicants come back to the next Council Meeting for the nomination of the new council member. Committee Member Galbraith brought up the issue of an open meeting and an open ballot. Committee Member Erlenbusch stated that since the policy had been presented to the City Attorney, he should have advised what needed to be taken out of the policy. Committee Members Uden and Galbraith commented on not liking the time limits of the interview. Changes to item 6, strike "a.", change "c." to "Council members may then ask questions of the interviewee." and strike all bullets under c. If taking out item 7, the whole process will have to be changed. Committee Member Galbraith thought it would be good to ask the City Attorney if the council can rank order applicants or would this be a ballot. Clerk Pearce stated she had added quite a bit of language to the policy after reviewing current and previous City Attorney opinions and Attorney Rice had looked it over after she had made the changes. After discussion it was determined that further revision was required to the policy and it should be sent back to the City Attorney.

*\*\*Committee Member Erlenbusch moved to table the Interim Council Vacancy Policy until the policy is sent back to the City Attorney for review, seconded by Committee Member Uden. By unanimous consent, the motion passed Ayes 4, Nays 0*

5. New Business  
None

6. Schedule Committee's Next Meeting  
The next meeting was scheduled March 23, 2017 at 5:15 p.m.

7. Adjournment

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

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins