

**Human Resources Committee**  
**June 6, 2017**

The **Human Resources Committee** met Tuesday, June 6, 2017, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, John Uden and Jeff Erlenbusch. Also present were Public Works Director Scott Gray, Mayor John Hollowell, 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. Review/action revised City Position Descriptions policy

Committee Member Uden commented that whoever put this together had done an excellent job.

*\*\*Committee Member Uden moved the City Position Description Policy be accepted by the committee and forwarded to Council as whole for approval, seconded by Committee Member Galbraith. On roll call vote, the motion passed 4-0.*

B. Review/action revised City Position Descriptions template

The City Position Template was reviewed. HR Officer Wilkins suggested that a signature line for the employee be added to the bottom to indicate they had received a copy of the position description. Chairperson Wilcox agreed to add the employee signature line.

*\*\*Committee Member Uden moved to approve the position description template as reviewed and revised, and forward to council as whole, seconded by Committee Member Erlenbusch. On roll call vote, the motion passed 4-0.*

C. Recommend/table: Job Classification and Wage Scale policy

*\*\*Committee Member Galbraith moved to table until after budget season, seconded by Committee Member Uden. On roll call vote, the motion passed 4-0.*

D. Review/action: flow chart and procedure City parks reservations and fees for permits

Mayor Hollowell stated he had instructed Water Billing Clerk Bissell to move the park reservation material up to the Public Works Department and she had done so. Director Gray stated they had taken over reservations as of May 30. All cash is being receipted at the payment window downstairs. The department had made up a fee slip with input from City Clerk Pearce. The department had also developed a system for reserving the various park facilities throughout the City and Alcohol Variances had also been moved upstairs. The department currently has a process in place that works. Mayor Hollowell asked Director Gray if he thought they would still need a flow chart. Director Gray commented at first there was a learning curve for Admin Assistant Larson to differentiate between a park permit and reservation, but it was determined it was best for Director Gray to make that determination. Chairperson Uden commented that it sounded like the Public Works Department had things well in hand and that there needed to be no more involvement by the HR Committee.

*\*\*Committee Member Galbraith moved that the committee not get involved and let the City employees handle the situation, seconded by Committee Member Erlenbusch. On consent vote, the motion passed unanimously.*

#### 4. New Business

##### A. Review/recommend/action: Wage Increase Requests policy- replaces identical section in the Position Descriptions policy

The HR Committee reviewed the new Wage Increase Requests policy. Chairperson Wilcox suggested under "PROCEDURE" Item 2 that the third bullet be removed as this was left over from the previous policy the new wage increase policy was developed from. Committee Member Erlenbusch commented that his question would be on the hiring date of the employee isn't that customarily when increases are looked at. HR Officer Wilkins commented that it was previously discussed that performance evaluations had been completed in April prior to budget session and at the time the position description should be reviewed. Chairperson Wilcox commented that it makes the most sense to have the position description review done at evaluation time. Director Gray commented that evaluations would provide time for the changes to go through the HR and Finance Committees and then any increases could be allocated during the budget process. Mayor Hollowell commented that during the budget process the increase in wage would be allocated for the coming budget year, however; this did not automatically guarantee an increase in wage until it was approved through the Wage Increase Request process. Committee Member Galbraith commented that this would make it easier at budget time because it would eliminate supporting why the extra raises are put in; this way the wage increases would be front and center. Committee Member Uden stated that it would be good to have all wage increases come at the same time prior to the budgeting process. It was agreed to add an item 7 that will state that no wage increase will be paid if they are not approved through the established procedure.

*\*\*Committee Member Erlenbusch moved that the Wage Increase Requests policy with the changes as noted be sent to City Council for approval, seconded by Committee Member Galbraith. On roll call vote, the motion passed 4-0.*

##### 5. Schedule Committee's Next Meeting: consider Thurs, June 29, 5:30 pm

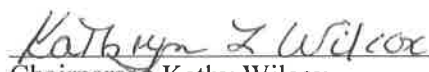
The next meeting was tentatively scheduled for July 20.

##### 6. Adjournment

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

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins