

**Human Resources Committee**  
**December 7, 2017**

The **Human Resources Committee** met Thursday, December 7, 2017, at 5:50 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and John Uden. Absent was Jeff Erlenbusch. Also present was Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Public Comment  
None

2. Review and Recommend: Revised Grievance Policy.

Officer Wilkins brought to the attention of the committee City Ordinance #1198 that outlines the duties of the Human Resources Committee in the process of settling grievances. The committee would like to have the duties of the committee reviewed and clarified. In the ordinance there is reference to "Phase II" of union grievances that come to the Human Resources Committee which they believe is an inconsistency. Review of this ordinance will be added to the next Human Resources Committee agenda. The committee reviewed the grievance policy as amended from the Human Resource Committee meeting of October 19, 2017.

*\*\*Committee Member Uden moved the committee approve the grievance policy as amended, seconded by Committee Member Galbraith. On roll call vote, the motion passed 3-0.*

3. Review and Recommendation – Position Description Historic Preservation/TIFD

There was discussion regarding the supervision of this position. Committee members thought that this position was largely related to Engineering and Operations as duties relate to the improvement of infrastructure. The committee want to review this issue.

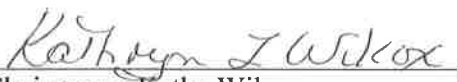
*\*\* Committee Member Uden moved to table the position description for Historic Preservation/TIFD, seconded by Committee Member Galbraith. The motion passed by unanimous consent 3-0.*

4. Adjournment

*\*\*Committee Member Galbraith moved to adjourn, seconded by Committee Member Uden. The motion passed unanimously 3-0.*

The meeting was adjourned at 5:56 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins