

**PERSONNEL COMMITTEE MEETING MINUTES**  
**Monday, December 5, 2022, @ 5:30 pm**  
**Ed Malinowski Boardroom**

**Present:** Lisa Reeves (Chair), Fred Hundt (Vice Chair), Brett Schumacher, Greg Jenson, Mayor Swadley (ex-officio member), Director Gillingham

**Also attending:** Chief Jenks, Director Weiss

**1. CALL TO ORDER:**

Chair Reeves called the meeting to order at 5:30 pm.

**2. Approval of the minutes from Monday, November 7, 2022**

*Motion to approve with discussed changes, Jenson, Schumacher second, Approved 4-0*

Director Gillingham requested items 6 & 7 be moved up to accommodate Director Weiss.

**6. Discussion and possible action regarding Utilities Finance Manager Position description update**

There was some discussion regarding the position and its duties.

*Motion to approve Schumacher, Hundt second, Approved 4-0*

**7. Discussion and possible action regarding Utilities Accountant Specialist Position description update**

There was some discussion regarding the position and its duties.

*Motion to approve Schumacher, Hundt second, Approved 4-0*

**3. Communications/Updates**

- Police Department Structure

Director Gillingham asked Chief Jenks to give the committee an overview of the possible restructuring that is being considered. Chief Jenks explained the possible restructure which features four Sergeants, and two Lieutenants, each supervising different staff members. One working early and the other later in the day so that there is better supervision of the department. He also stated that he had presented the idea to the PFC and they had liked it.

Director Gillingham stated that HR had been busy with the following tasks:

- Hired a new Lineman and there is an interview scheduled for another on the 6<sup>th</sup>.
- Open Enrollment is completed and data entry for benefits is underway.

**4. Update regarding 2023 Compensation**

Director Gillingham stated that the HR Department had been in contact with other communities to collect information on 2023 positions and pay rates. She stated that she has been working on putting that information together and will soon have a recommendation for 2023 to present.

**5. Discussion regarding 2023-2024 Union Contract**

Director Gillingham stated that the Police Union employees got a 9% increase. She stated that the City had to do this in order to stay competitive with surrounding communities. There was some discussion regarding the negotiations of the contract.

During the discussion, Director Gillingham noted that it does not say anything about domestic partners in the current Work Rules and it should be added. Also, the amount for uniform allowance was raised from \$600 to \$650 and that will need to be updated.

**Action Item: Human Resources to add or update these items in the Work Rules.**

**Motion to approve these changes and additions Jenson, Schumacher second, Approved 4-0**

**8. Future Agenda Items**

Director Gillingham stated there are no additions or changes to future agenda items at this time.

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation

**9. Motion to adjourn Jenson, second Hundt, Approved 4-0. Meeting adjourned 6:50 pm.**