

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES –March 21, 2022  
(In person/virtual meeting)**

**MEMBERS PRESENT:** Ruth Ludwig (virtual), Jack Sweeney, Jenny Van Sickle, Brent Fennessey

**OTHERS PRESENT:** Debbie Bergstrom, Scott Gordon, Cammi Janigo, Terry Johnson, Maria Lockwood (virtual) Shelley Nelson (virtual), Mayor Paine, Ashley Puetz, Jason Serck, Joe Tribbey (virtual) Deb Williams, Greg Wilson (virtual)

The HRC meeting was called to order at 5:00 pm.

**1) Approve the January 24, 2022 HRC Meeting Minutes**

Motion by Sweeney, seconded by Fennessey, to approve the January 24, 2022 HRC Meeting Minutes.

APPROVED

**2) Approve request to reinstate and fill the Assistant Fire Chief Position and subsequent vacancies (*held from 12-20-21 meeting*).**

Motion by VanSickle, seconded by Fennessey, to amend the request to fill the Assistant Fire Chief position and subsequent vacancies to exclude the last position of Firefighter. The Firefighter position will be brought to HRC for approval at a later date

APPROVED

Opposed: Jack Sweeney

Motion by Fennessey, seconded by Van Sickle to approve the request to reinstate and fill the Assistant Fire Chief position and subsequent vacancies as amended.

APPROVED

Opposed: Jack Sweeney

Councilor Fennessey left the meeting at 5:34 pm.

**3) Approve revised job description:  
A) Planning Technician**

Motion by Van Sickle, seconded by Sweeney to approve the revised Planning Technician job description.

APPROVED

**4) Approve request to fill positions:  
A) Light Equipment Operator – Street Department & subsequent vacancies**

Motion by Sweeney, seconded by VanSickle to approve the request to fill the Light Equipment Operator position– Street Department & subsequent vacancies.

APPROVED

**B) Assessment Technician & subsequent vacancies:**

Motion by Van Sickle, seconded by Sweeney to approve the request to fill the Assessment Technician position & subsequent vacancies.

APPROVED

**C) Planning Technician & subsequent vacancies:**

Motion by Van Sickle, seconded by Sweeney to approve the request to fill the Planning Technician position & subsequent vacancies. APPROVED

**D) Human Resources Specialist & subsequent vacancies:**

Motion by Van Sickle, seconded by Sweeney to approve the request to fill the Human Resources Specialist position & subsequent vacancies. APPROVED

**5) Approve revised policy:**

**A) Work Period Definition Policy #1.12**

Motion by Van Sickle, seconded by Sweeney to approve the revised Work Period Definition Policy #1.12. APPROVED

**6) Discussion about Cost of Living Adjustments (COLA) and possible creation of a policy to define how annual wage increases for non-union employees are determined.**

Motion by Van Sickle seconded by Sweeney to defer the discussion about Cost of Living Adjustments (COLA) and possible creation of a policy to define how annual wage increase for non-union employees are determined until the April 18, 2022 HRC Meeting. APPROVED

**7) Receive and File:**

The committee received and filed the Monthly Personnel Reports for January 2022 and February 2022.

**8) Human Resources Updates**

No action required.

The meeting adjourned at 6:00 p.m.