

**HUMAN RESOURCES COMMITTEE
MINUTES – December 18, 2018**

MEMBERS PRESENT: Craig Sutherland, Jack Sweeney

OTHERS PRESENT: Debbie Bergstrom, Cammi Koneczny, Mayor Jim Paine, Shelley Nelson

Ruth Ludwig was excused.

The meeting was called to order at 4:05 pm.

1) Approve 11/19/18 HRC meeting minutes.

Motion by Sweeney, seconded by Sutherland, to approve the 11/19/18 HRC meeting minutes. APPROVED

2) Receipt of department staffing requests. Consider review at December 17th HRC meeting.

No action required.

3) Review draft RFP for outside consultants to conduct study on City's staffing needs/organizational review (HRC request from 10/15/18 meeting)

Motion by Sweeney, seconded by Sutherland, to approve the RFP with the amendment to extend the timeline for completion of the project. APPROVED

4) Request to fill positions:

A) Firefighter (2 positions)

Motion by Sweeney, seconded by Sutherland, to approve the request to fill 2 Firefighter positions.

APPROVED

B) Police Officer (3 positions)

Motion by Sweeney, seconded by Sutherland, to approve the request to fill 3 Police Officer positions.

APPROVED

5) HRC's Informational Review of Handbook, Section 18

No action required.

6) Receive and File:

A) Monthly Personnel Report for November 2018

Motion by Sutherland, seconded by Sweeney, to receive and file the Monthly Personnel Report for November 2018. APPROVED

7) Human Resources Department update

No action required.

Motion by Sutherland, seconded by Sweeney, to move into Closed Session at 4:46 pm.

APPROVED

1) Union #74 Fire Negotiations.

Motion by Sutherland, seconded by Sweeney, to move back into Open Session at 5:20 pm.

APPROVED

Sutherland adjourned the meeting at 5:20 pm.