
Joint Personnel Committee Meeting
Tuesday September 27, 2022
6:30 at City Hall
MINUTES



Members present: Cheryl Braun, Kay Marose, Jane Fude, and Mayor Wegener

Utility Members Present: Robert Affeld, Ross Canniff, and Bart Coons

Members absent: None

Also, Present: Nick Gahlman, Laurie Runyan, Peter Gallun, Alex Smudde, and Liz Condon

1. Meeting called to order at 6:30 pm.
2. C. Braun / R. Affeld motion to approve agenda. Motion carried.
3. C. Braun / B. Coons motioned to approve the July 12th, 2022, minutes with corrections. Motion carried.
4. Public Comment: Utility staff provided information on agenda items regarding staff raises and health insurance.
5. **Review, Discuss, and Possibly Take Action on updating the City's training request policy.**

Committee had a general discussion around updating the form to reflect the internal City process and agreed to remove a specific money amount as long as the training is budgeted.

J. Fude / K. Marose motion to update the training policy as follows: Training requests for employees will be approved when authorized by their Department Head and budgeted dollars are available to cover the cost. Department Head training requests will be approved when authorized by the Mayor or Utility President. The following statement should be removed from request form: PLEASE TURN INTO THE DEPUTY TREASURER AS SOON AS APPROVED TO EXPEDITE TIMELY PAYMENTS. Motion approved.

6. **Review, Discuss, and Possibly Take Action on Authorization of Time Off for Department Heads.**
No action taken.

Clerk/Treasurer will continue to provide time off requests to Mayor.

7. **Review, Discuss, and Possibly Take Action on Creating a work from home policy.**
Following a general discussion, the committee decided not to create a formal policy. Any authorization to work from home should only occur due to extraordinary circumstances and only upon approval of the Joint Personnel Committee.
8. **Review, Discuss, and Possibly Take Action on raises for City Staff.**

K. Marose / J. Fude motion to recommend to the Finance Committee to consider staff raises in the amount of 4-5%. Motion carried.
9. **Review, Discuss, and Possibly Approve 2023 Health Insurance Plan.**

K. Marose / C. Braun motion to approve the Dean Health Insurance premiums as presented with a continued 80/20 employer/employee contribution split. Motion carried.
10. Old Business. -None
11. New Business. – Revisit the need for a probationary period for new employees. Follow-up with Police Chief regarding a part-time Community Resource Officer.
12. Set Date and Time for Next Meeting: Tuesday October 25th, 2022, at 6:30 pm
13. R Affeld / R. Canniff motioned to adjourn meeting at 7:35 pm. Motion carried.

Minutes Reported By:
Kay Marose