



PERSONNEL COMMITTEE MEETING

June 26, 2025

2pm (Council Chambers & Zoom)

Meeting Minutes

ITEM 1 Call to Order

Committee Chair and Councilor William Emheiser called the meeting to order at 2:01PM with Councilors Scott Whiting and Norman Belanger also present. Councilor Doris Ortiz was absent and excused from this meeting. Also present were Diana DePaolo (Director of Human Resources), Daniel Hammond (Safety & Training Coordinator), Lynn Abbott (HR Specialist), Shelly Gibson (Deputy Director of HR, via zoom), and Sarah Hulbert (Administrative Assistant). Several other employees were also present.

ITEM 2 Approval of Minutes

Councilor Whiting made a motion to approve the minutes from March 18th, 2025. Councilor Belanger seconded the motion. The motion was approved unanimously.

Councilor Whiting made a motion to approve the minutes from May 20th, 2025. Councilor Belanger seconded the motion. There was one adjustment to the minutes regarding a word clarification. With that adjustment, the motion was approved unanimously.

A motion was made by Emheiser to adjust the order and start with 3.b.

ITEM 3 Discussion

3.b Non Union COLA FY26

Diana recommended a July 1 increase and the potential for a larger wage study, for the Personnel Committee to review first, including comparables. The brief includes the CPI, organizational considerations, and how to keep up with staff and municipal growth. Diana made a recommendation for 4% raises and spoke to the Acting City Manager prior to his vacation regarding this request. Diana explained that there is existing money in the budget and also in the Personnel Reserve, in addition to additional money that won't be used for FML given the City's choice to use a private plan.

This raise would not include seasonal employees but rather all 'regular' part-time employees.

Assistant Public Works Director, Joey Lovejoy shared his feedback, particularly in support of the 4-day work week. He also expressed frustration that he has more vacation than he is able to use and can't buy it back, while some of his subordinates that had access to that prior practice are able to do so. He expressed the lack of incentive with unlimited sick time, especially when it isn't used. He suggested that additional money be put into retirement as an alternative.

Chief Fisk expressed that vacation buyback is a real challenge as department heads can't take 6 weeks off but the union heads can which feels complicated.

Chief Best stated that Non-Union staff will be appreciative of an upcoming wage study because there are compression issues within the Fire Department that need to be addressed.

Mike Koerner stated that if the COLA is a cost-of-living increase, is it really considered a raise, without any attention to merit?

Councilor Belanger recommended the 4%, in addition to a wage study, and to look at the cost of vacation buyback. He asked the HR team to determine what cost that buyback could have for the City and any subsequent recommendations, in the interest of remaining competitive as an employer.

Councilor Emheiser agreed and said that a cost adjustment in the immediate term would be prudent, with a proper wage study to look at other potential increases to happen in the coming months.

Councilor Belanger made a motion to recommend the 4% COLA FY26 increase to the Council. Councilor Whiting seconded the motion. The motion passes unanimously.

It was stated that an additional \$27,000 would need to be found for the COLA's.

3.a Workplace Safety Policy

Daniel gave an update regarding our current policy in the Non-Union manual, stating it is brief and doesn't expand into other areas. This piece of workplace safety will build towards the third-tier compliance which saves the City substantial funds on workers' compensation. This draft was also shared with the City's Safety Committee and most of what is mentioned in it is already being done (and at times, even more). Regardless, Daniel wants to be sure the City has a baseline for expectations and training.

Director of Public Works Jeff Demers commented that these updates and accountability meetings have really helped his team. This sentiment was shared by other employees in the audience.

Councilor Belanger made a motion to approve the Workplace Safety Policy with a few edits (Page 4, seasonal issues, parking lots/snow and ice removal – should include all vehicles; taking out the zones about colors because they are too confusing; change policies to the order they are in the document), Councilor Whiting seconded the motion. The motion is approved unanimously.

ITEM 4 Other Business

Councilor Emheiser asked Diana to prepare a proposal for the committee to review regarding the wage study, including a range of cost. It should also include information about merit-based increases, strengths, drawbacks, etc.

ITEM 5 Adjourn

Councilor Emheiser adjourned the meeting at 2:33 PM.

Personnel Committee Members:

Councilor William Emhiser, Chair
Councilor Norman Belanger
Councilor Doris Ortiz
Councilor Scott Whiting