

UNAPPROVED MINTUES
Human Resources Committee
Earlham City Council
June 24, 2024

1. The Human Resources Committee of the Earlham City Council met on Monday, June 24, 2024, Earlham City Hall. Chairperson Nelsen called the meeting to order at 6:30 p.m. and the following answered roll: Nelsen, Mudge, Visser. Also Present: Mayor Lillie, Clerk Hibbs, Public Works Superintendent Coffman, Councilmember Fredericksen,
2. Approval of agenda
Motion by Mudge, second by Visser, to approve agenda.
Roll: Ayes – unanimous. Motion passes.
3. Discussion and possible action on payout of accrued Comp Time to Gary Coffman. Hibbs explained how PTO accrues. Coffman currently has 265.15 hours of PTO, and 62.38 of COMP time, which was accrued plowing snow. Coffman accrues 13.85 hours per pay period. Hibbs explained Coffman does take time off but has not been able to work down the COMP hours. Mudge suggested that we possibly need an annual cap on COMP time where you can carry of 40 hours of COMP to the next year. Consensus of committee agreed.
Motion by Mudge, second by Visser, to pay out to Coffman 22.38 hours and then carry over the COMP time balance of 40 hours to FY25, which must be used in that fiscal year.
Roll: Ayes – unanimous. Motion passes.
4. Discussion and possible action on proposed raise for Public Works #3, Lynn Boyle. Boyle was hired 11-30-15 and started at \$13/hour. At the 4% raise for FY25, his hourly wage is \$22.92/hour. Public Works Supervisor Coffman is requesting an increase to \$25/hour. Both Mayor and Clerk said Boyle is valuable employee and well worth the raise.
Motion by Mudge, second by Visser increase FY25 hourly wage for Lynn Boyle to \$25/hour effective 7-1-24.
Roll: Ayes - unanimous. Motion passes.
5. Discussion and possible action on proposed change of title and raise for Utility Billing Clerk, Kristy Amsden. Amsden was hired 8-17-20 and started at \$15/hour. At the 4% raise for FY25, her hourly was is \$19.76/hour. Clerk Hibbs is requesting an increase to \$21/hour and given the title of Deputy Clerk. Clerk present job description to Council for Deputy Clerk. Both Mayor and Clerk said Amsden is a valuable employee and well worth the raise.
Motion by Mudge, second by Visser, to increase FY25 hourly wage for Kristy Amsden to \$21/hour effective 7-1-24, and given the title of Deputy Clerk.
Roll: Ayes – unanimous. Motion passes.
6. Discussion and possible action on Hibbs insurance proposal/request.
Motion by Visser, second by Mudge, to approve request for insurance reimbursement for Hibbs to help cover Medicare and supplemental premiums as she is going off of group health policy
Roll: Ayes – unanimous. Motion passes.

7. Adjourn

Motion by Mudge, second by Visser, to adjourn.

Roll: Ayes – unanimous. Motion passes.

Being there was no further business, meeting as adjourned at 7:05 p.m.

Tim Nelsen, Chairperson

Attest: _____
Mary Sue Hibbs, Clerk