

**PERSONNEL COMMITTEE MEETING  
COUNCIL CHAMBERS  
WEDNESDAY, April 8, 2026  
12:00 PM**

**Present:** Heather Galbraith, and Sarah Heising (chair)

**Also Present:** Phil Kessler, Tom McWatters, Mayor Huner and Michelle Wing

**Matter:** Job Descriptions Changes and Lexipol policy Changes

Councilor Heising called the meeting to order at 12:00 p.m. on April 8, 2026.

**Job Description Changes**

Michelle Wing (HR) provided the committee with five job descriptions up for review. Grounds Keeper 2, Grounds Keeper 3, Assistant Water Treatment Plant Superintendent, Code Administrator (revision of title) and Park Manager.

The city is looking to fill the positions for Ground Keeper 2 and 3. There were minor changes to the position descriptions, Grounds Keeper 3 will be full time to help Park Manager and Grounds Keeper 2 will be seasonal. Grounds Keeper have been pulled away from the WRA and will no longer be their responsibility.

Martin has been promoted from Grounds Keeper to Park manager.

Building and Zoning will be updated to reflect that it is now a department. Discussion was had.

Due to the new positions, there will need to be a point factor analysis and determine where to post on grid for salary base.

Discussion was tabled until after the Charter Amendment voting in May.

**Lexipol Policy Changes**

Michelle Wing (HR) provided the committee with three Lexipol policy changes:

- a) 211 News Media and Community
- b) 307 Facility Security
- c) 637 Personnel Investigations

Building procedures regarding access to the doors of the building were had.

News and Media discussions were had.

Personnel investigations were tabled until next meeting.

Moving updates, policies and training from Lexipol to Paylocity for more engagement with employees.

### **General Discussion**

The position for the Director of Public Service has been filled, and he is going through onboarding. Training for his position will be provided.

The length of time for the Council meeting videos to be uploaded to the INTV was discussed.

Communications with the public were discussed regarding record keeping.

There was no action on the matter.

Motion for adjournment was made by Councilor Heising and seconded by Councilor Galbraith.

All in favor: Motion passes unanimously

The meeting adjourned at 1:05 p.m.

Respectfully submitted by,

Brandi Galbraith  
Clerk of Council