



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, April 7, 6 P.M.  
Permit Center, City Hall

**MINUTES**

**I. Call to Order**

A regular meeting of the City of Monroe Finance & Human Resource Committee was held on April 7, 2015, in the Permit Center of City Hall. The Meeting was called to order by Chairperson Goering at 6:08 p.m.

Committee Present: Councilmembers Jason Gamble, Kurt Goering, and Jeff Rasmussen  
Staff Present: Gene Brazel, City Administrator; Mike Farrell, Parks and Recreation Director; Brad Feilberg, Public Works Director; Dianne Nelson, Finance Director; Elizabeth M. Smoot, City Clerk; Ben Warthan, Human Resources Manager  
Citizens Present: None

**II. Approval Minutes** (Meeting of Tuesday, March 3, 2015)

The Tuesday, March 3, 2015, Finance & Human Resources Committee minutes were reviewed and approved (3-0).

**III. Unfinished Business**

A. 2015 Work Plan

General discussion ensued regarding the work plan; and Ms. Nelson responded to Councilmember Goering's query regarding the Reserve Policy item. No changes were made to the 2015 Work Plan.

B. Exempt Leave Policy

Mr. Ben Warthan, Human Resources Director, presented information on the proposed Exempt Leave Policy. General discussion ensued regarding attorney review and approval of the proposed policy.

C. Amended Performance Based Pay Policy

Mr. Warthan presented the proposed amendments to the Performance Based Pay Policy. General discussion ensued regarding the language of the amendment; and slight rewording was proposed for the final version coming before the full Council for approval.

#### D. Compensation Study

Mr. Warthan presented compensation information for like and nearby cities. General discussion ensued regarding timing/budgeting for proposed compensation modifications; the Five-Year General Fund Forecast; and the Committee's recommendation to the full Council regarding compensation modifications.

#### IV. New Business

##### A. Deputy City Clerk/Accountant Staffing *(item added at the time of the meeting)*

Mr. Warthan reported that he would like to start the recruitment/application process for the Deputy City Clerk and Accountant positions, as both are niche/specialized positions that may take time to fill. Ms. Dianne Nelson, Finance Director, stated the budget amendment funding these positions will be before Council for approval on May 26<sup>th</sup>. General support was noted from Councilmembers for beginning the recruitment/application process for these positions.

##### B. Contingency Fund Reserve Policy

Ms. Nelson presented a proposed amendment to the Contingency Fund Policy which would remove the minimum amount set for this fund. General discussion ensued regarding the purpose of the minimum, the amendment pros and cons, and general Council support to keep the minimum. Councilmember Gamble proposed amending language to note the minimum as a goal, rather than a policy. General support was noted from Councilmembers for this proposed amendment to the language, rather than removing the minimum. Ms. Nelson stated she will bring back this proposed amendment to the full Council for their consideration.

#### V. Other -- NONE

#### VI. Next Committee Meeting (May 5, 2015)

#### VII. Adjournment

The Committee Meeting adjourned at 6:45 p.m. (3-0).