

City of Lodi Finance & Human Resources Committee Meeting  
Minutes of July 17, 2018

**1. Call to Order**

The Finance & Human Resources Committee meeting was called to order by Alder Stevenson at 5:01 p.m. Committee Members present: Rich Stevenson, Eric Hansen, Paegge Heckel, Suzanne Miller, and Peter Tonn  
Absent: Ann Groves Lloyd  
Staff present: Jennifer Sweeney, Sandy Bloechl and Julie Ostrander  
Others present: Mayor Ness

**2. Public Input:** None

**3. Minutes of June 19, 2018**

Motion by Heckel, second by Stevenson to approve the minutes from the June 19, 2018 Finance & Human Resources Committee meeting. Motion carried.

**4. Review June 2018 Aged Accounts Receivable**

The aged AR report was reviewed and discussed. LSB Holdings decided that the garbage carts were ordered in error. Motion by Heckel to send on to council to forgive LSB Holdings debt of \$99.69 second by Stevenson. Motion passed. The omitted taxes bill on the Aged Accounts Receivable was discussed. Past due balance on an old billing to Grothmann & Associates discussed on how to proceed. Motion by Heckel to send to council to write off past due balance second by Stevenson. Motion approved.

**5. Approve Accounts Payable and Payroll**

Motion by Stevenson, second by Heckel to send to council to approve the June 2018 City Payroll. Motion carried. Motion by Heckel, second by Hansen to send to council the June 2018 Check Register. Motion carried

**6. Compensation and Classification Policy Updates Discussion**

Sweeney explained that there are questions regarding the definition of formal discipline and its effect on merit increases. Heckel explained that she sees formal discipline as anything that is put in a personnel file. Then a year from the date of the discipline would have to go by before the employee would qualify for a merit increase. Tonn suggested that employee reviews would be on the anniversary of the employees start date. Ostrander commented that when reviews are scheduled around anniversary dates it is more labor intensive because then each Supervisor/Department Head will have to keep track of their employees start dates and schedule reviews accordingly. Cost of living increases would be on a set time each year. Merit increase would also be implemented with the first pay period in January. If someone isn't employed 6 months before merit increases go in effect they would not qualify. Stevenson explained that merit increases are not a guarantee for any employee no matter how long they have been working if they haven't performed well. Heckel suggested that "formal written" discipline inserted in the policy. Ostrander explained that the next step is to have a structure on merit increases so that it is budgeted for. Discussion followed. It was decided to update and bring back to Finance & HR in August to send to council in September for approval. Also need to add benefits discussion to the next agenda.

**7. Date And Time Of Next Meeting**

The next scheduled Finance & Human Resources Committee meeting will be August 21, 2018 at 5:00 PM.

**8. Adjourn**

Motion by Tonn, second by Heckel to adjourn. Motion carried. The meeting adjourned at 6:23 p.m.

These minutes have been approved.