

# CITY PERSONNEL BOARD MEETING

## January 22, 2026

### MINUTES

The meeting was called to order at 1:30 p.m. Present: Chair Ryan Dale, Co-Chair Christy Abraham; Members: Maggie Schiefen, Zach Bogart; Absent: Susan Sapp; Human Resources department resource staff: Carmen Flynn.

Chair Ryan Dale announced that a copy of the Open Meetings Law is posted at the back of the Chamber by the northwest door.

**AGENDA ITEM 1:** Approval of the minutes of the City Personnel Board Proceedings of November 20, 2025, moved by Christy Abraham, seconded by Maggie Schiefen & carried by the following vote: AYES: Abraham, Schiefen, Bogart; ABSTAIN: Dale; NAYS: None; ABSENT: Sapp. Motion passed.

**AGENDA ITEM 2:** Request to create the following classifications: 4010 – Parks Event Coordinator – A09 (\$59,675.20 - \$79,580.80) and 5112 – Automotive Services Coordinator – N11 (\$49,982.40 - \$60,465.60). Jon Thober of the Human Resources Department came forward to speak on these requests. Parks and Rec has requested the classification for the new south Haymarket park, Parks & Recs long range plan to have more of these positions down the road. We did do a market review. The pay is aligned with the Community Center pay range and classification. Board asked “is this a new position”. Jon responded “yes it is”. Automotive Services Coordinator, specialized position with driving responsibilities. Board “is this budgeted?” Jon stated that there is a current employee that will be reallocated into this position. Board “more of a specific job description”? Jon “yes”. Jon “the office specialist will be reallocated, so no we would not have both”. Following discussion, it was moved by Maggie Schiefen, seconded by Zach Bogart & carried by the following vote: AYES: Abraham, Schiefen, Bogart, Dale; NAYS: None; ABSENT: Sapp. Motion passed.

**AGENDA ITEM 3:** Request to revise the following classification: 3685 – Pension Officer (W03). Jon Thober came forward to speak on the request. This is an existing position, the current Pension Officer is retiring, so this was a chance to update the position, job description and classification. Specific job duties being performed have been included. Board “there’s a lot of red lining”. Jon responded this has not been updated since 1990 and the structure has changed. Following discussion, it was moved by Maggie Schiefen, seconded by Christy Abraham & carried by the following vote: AYES: Bogart, Schiefen, Abraham, Dale; NAYS: None; ABSENT: Sapp. Motion passed.

**AGENDA ITEMS 4, 5 & 6:** Request to amend Lincoln Municipal Code 2.76.175 – Compensation Plan, Promotion, Transfer or Demotion, 2.76.340 – Appointments, 2.76.341 – Promotions. Kady Baer from Human Resources came forward to speak on these amendments. These three coincide with each other. I will explain the probationary process with recruits. Hired as unclassified police training for 6 months, graduation they are classified to police officer role. These three changes will be updated to reflect what the contract says. Clarification on how all of these work separately in regard to probationary. Board “Item 5, concerns about language, locks us into 6 months of field training, when there are circumstances which 6 months would be to long in length or not long enough”. Marna from City Attorney’s office came forward to speak about the 6-month verbiage is the Charter says 6 months. That is why we aligned it with the six months. We could just up to 6 months and look at an agreement with the individual. Board “there would be documentation”. Marna stated we could just proceed with this edit, but if not, rethink the language. Board “is there an urgency for this or could we prolong this for a month to discuss this further?” Board “opportunity to align the practices”. Board “you are adding “P” on #4?” We will look at that too. Kady responded yes we will double check that. Following discussion, it was moved by Ryan Dale, seconded by Christy Abraham to carry over to the next meeting for verbiage corrections & carried by the following vote: AYES: Bogart, Abraham, Schiefen, Dale; NAYS: None; ABSENT: Sapp. Motion passed.

**AGENDA ITEM 7:** Request to amend Lincoln Municipal Code 2.76.370 Authorized Holidays. Kady Baer came forward to speak on this request. This is in regard to personal convenience holidays. This is mirroring what is in the contract. Following discussion, it was moved by Maggie Schiefen, seconded by Zach Bogart & carried by the following vote: AYES: Bogart, Schiefen, Abraham, Dale; NAYS: None; ABSENT: Sapp. Motion passed.

**AGENDA ITEM 8:** Request to amend Lincoln Municipal Code 2.76.403 – Paid Parental Leave. Kady Baer came forward to speak on this request. Adds our police training and fire training, if they are in training status, they will be eligible Board “those are the ones going through training or at the academy?” This lets them use one day for birth and one additional, then after graduation they could utilize the full bank. Following discussion, it was moved by Zach Bogart, seconded by Maggie Schiefen & carried by the following vote: AYES: Bogart, Schiefen, Abraham, Dale; NAYS: None; ABSENT: Sapp. Motion passed.

**AGENDA ITEM 9:** Request to amend Lincoln Municipal Code 2.76.560 – Outside Employment. Sarah Kroll came forward to speak on this request. Provided with an opportunity to look at this code. Current the employee would get approval every year. We wanted to clean up the language. Be transparent on what was actually happening. Department Director needs to approve these. Human Resources Director should not be the approver of these unless there is an appeal or denial of outside employment. This will change that we do not need every year, only if outside employment changes. Board “is there a standard that the department heads use to determine this?” Marna Munn came forward to explain this to the Board. If it is creating a problem with their work at the city. When would it be a conflict? I did speak with Barb McIntyre on this, if it does not interfere with your City job. Any paid employment outside the City would require filling out this form. Following discussion, it was moved by Christy Abraham, seconded by Zach Bogart & carried by the following vote: AYES: Bogart, Schiefen, Abraham, Dale; NAYS: None; ABSENT: Sapp. Motion passed

**AGENDA ITEM 10:** Public Comment. None.

**AGENDA ITEM 11:** Miscellaneous Discussion. None.

BOGART Moved to adjourn the City Personnel Board Meeting of January 22, 2026, at 2:03 p.m.  
Seconded by Schiefen & carried by the following vote: AYES: Dale, Bogart, Schiefen,  
Abraham; NAYS: None; ABSENT: Sapp.

The next regularly scheduled meeting will be February 19, 2026.

Carmen Flynn, Executive Secretary  
Human Resources

PC: City Directors  
City Clerk  
Union Presidents