



## ADMINISTRATION

September 20, 2025

*I have attached a proposal for your review and approval. On the recommendation of Attorney Vukelic, the Commission has asked us to look into updating our HR policies and determining what content is more appropriate for an Employee Handbook and what should stay in Code. Michelle Kommer from HighRoad Partners has provided us with a proposal to review our Chapter 42 to determine which content should be removed from Code and relocated to a handbook. They will make a final draft of the handbook for approval. They will also determine which content should remain in code and will make recommendations for those changes as well. Michelle Kommer, founder of HighRoad Partners served as ND Labor Commissioner and Commerce Commissioner. She also spent 20+ years in executive level HR, Legal and Operational leadership roles and is licensed to practice law in ND and MN. The proposal is between \$3,500-\$4,750. They offer an annual maintenance subscription for \$350 and will work with us to update the handbook yearly. They are available to begin the work outlined upon approval of this proposal. City Staff recommends approval.*

*Thank you,*

*HR Director Shelly Nameniuk*

