

**Human Resources Committee**  
**August 3, 2017**

The **Human Resources Committee** met Tuesday, August 3, 2017, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, John Uden and Jeff Erlenbusch. Also present were Public Works Director Scott Gray, Mayor John Hollowell, Planner II Dawn Colton, Administrative Assistant / Building Permit Technician Dianna Larson and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Review and Recommendation of Wage Increase for Planner II and Public Works Director

Chairperson Wilcox opened the meeting for discussion. Committee Member Galbraith asked if Planner II Colton had taken on additional responsibilities and stated that in the current position description under duties was land management. Committee Member Uden commented that both individuals are doing an excellent job, but the Mayor has recommended denial of the wage increase and he thought it was his duty to listen to the recommendation of administration and he puts a lot of weight on the Mayor's recommendation. Committee Member Erlenbusch stated that there was substantial work in organizing the leases and that this would bring additional revenue to the City. He also stated there was a lot of time spent on getting the leases back on track but felt in the long term this would not continue. Planner II Colton stated that she was not getting paid what other planners are receiving and the Mayor appointing her as the lease administrator was a deliberate action, but not part of her original duties. She also stated that land management is a broad definition and the leases have taken a considerable amount of her time. She stated that City Clerk Pearce was doing billing but not handling the contract side of the leases. Public Works Director Gray stated that Planner II Colton has spent a lot of time at the industrial site and has been digging up more things to take care of. She has done a great job and would like to see her rewarded. Committee Member Erlenbusch asked if the next time leases are up will it take a similar amount of time. Planner II Colton responded that inspection and land issues will take a massive amount of time. Committee Member Erlenbusch thought that maybe a stipend would be appropriate. Committee Member Uden asked if Planner II Colton was getting her work done in the time allotted. Planner II Colton responded that she typically works from 7:30 a.m. to 4:30 or 5:00 p.m. Public Works Director Gray commented that in the past when additional duties have been assigned there has been an increase in wage.

*\*\*Committee Member Erlenbusch moved to recommend the increase for the Planner II be forwarded to the Finance Committee for recommendation, seconded by Committee Member Uden. On roll call vote, the motion failed 2-2.*

Committee Member Uden commented that Director Gray was doing an exceptional job but he would have to go with the recommendation of Mayor. Committee Member Galbraith stated that Director Gray is over parks now and he has not accepted a new duty. Committee Member Erlenbusch agreed and stated that park reservations would be more of a seasonal duty. Director Gray stated that the Utility Billing Clerk Bissell was trained to do these duties and these duties have always been down in that department and that making reservations and issuing alcohol variances has added a lot of work when they are already busy.

*\*\*Committee Member Erlenbusch moved to recommend the increase for the Public Works Director be forwarded to the Finance Committee for recommendation, seconded by Committee Member Uden. On roll call vote, the motion failed 2-2.*

6. Adjournment

*\*\*Committee Member Erlenbusch moved to adjourn, seconded by Committee Member Galbraith. The motion passed unanimously.*

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

  
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Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins