

**Human Resources Committee**  
**October 18, 2018**

The **Human Resources Committee** met Thursday, October 18, 2018, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and Jeff Erlenbusch. Excused was John Uden. Also present were Public Works Director Scott Gray, Accounting/Payroll Clerk Ally Capps, Public Utilities Director Tom Speelmon, Mayor John Hollowell, City Judge Kenneth Stein, City Court Clerk Gail Krezelak, Deputy City Court Clerk Nicole Richardson and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins. Also present was Custer County Justice of the Peace Don Neese.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Discussion of Deputy City Court Clerk Position Hours Budget Cut

- Judge Stein: Presented to the Committee a package including a comparison of cash receipts vs cash disbursements of the City Court and a list of job duties of the clerks of the court. He pointed out to the committee that the court's revenues have been adequate to cover the court's expenses. He stated revenues should not be a determining factor in the day to day functions of City Court. With the current workload of the Court he finds it necessary to have two Court Clerks, plus it makes for good collections of court fines.
- Judge Neese: There is a high learning curve for a new judge. He commented it would be bad timing to cut staff for the City Court; it would have an adverse effect on the day to day operations of the Court.
- Committee Member Galbraith: When reviewing the claims this month, she noticed that usage of You Tube and Facebook was 50.12 GB of data. She phoned MidRivers to ask them how much time this would equate to from the information given her she calculated the data used would equal approximately 92.81 hours a month on social media. This is of concern.
- Judge Neese: The county court staff uses social media to perform the duties of their office.
- City Court Clerk Krezelak: She stated that they do use social media for similar purposes and have used You Tube to listen to music.
- Judge Neese: There was discussion in his office regarding using the computer to listen to music and he asked his staff to not use computers in this manner.
- Committee Member Erlenbusch: When he was a member of the Police Department tickets were down and he thought there was a cycle in the amount of tickets written by the Police. He stated that the City can't afford not having sufficient staff in City Court. He thought the City should be proactive and not reactive. He is for maintaining the current staffing in City Court.
- Committee Member Uden: He thought that cutting staff would have an adverse effect. It affects not only the Court, but the Police Department. The new Judge is facing one of the worst financial years there has been, but he is not in favor of cutting staff.

*\*\*Committee Member Uden moved that this issue be revisited by the Finance Committee at its earliest convenience, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 4-0.*

4. Review and Approve: Planner I Position Description, with revisions as needed

*\*\*Committee Member Uden moved to table the Planner I Position Description until a decision has been made by the Mayor on the current internal application for the position, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 4-0.*

5. Discussion: Civil Engineer Position Description

- Director Gray: Should the City decide to pursue hiring an Engineer, it would result in significant savings in the cost of hiring an outside engineer.
- Director Speelmon: A contracted professional engineer currently costs the City \$170 to \$210 per hour, a surveyor is \$85 to \$125 per hour. There are projects the City would contract with an engineer that could be done by an in house engineer. The savings would be significant even if the City were to pay an in-house engineer a substantial wage.
- Mayor Hollowell: He has concerns over the liability this would put on the City and there are many types of engineers.
- Director Gray: He commented that a Civil Engineer with a stamp would be able to tackle 5 to 6 blocks of infrastructure at a time. The in-house engineer could work on smaller projects. This would lead to slowly taking bits out of the City's infrastructure problems. He thought the current insurance coverage for errors and omissions would probably cover the liability issue. He agrees there needs to be more research on the possibility of hiring an in-house engineer.
- Mayor Hollowell: He wants to make sure the City will get what it needs.
- Chairperson Wilcox: She asked Officer Wilkins to work on formatting the position description and then present to Mayor Hollowell, Director Gray and Director Speelmon for review.

6. Discussion: Wage Scale Development

- Officer Wilkins: Presented to the Committee the wage matrix that had been developed for Local 283A.
- Chairperson Wilcox: Asked Officer Wilkins to develop a similar matrix for the administrative staff of the city.

7. Next Meeting: To be determined


The next HR meeting was tentatively scheduled for Thursday, December 6 at 5:30 p.m.

8. Adjournment

*\*\*Committee Member Uden moved to adjourn, seconded by Committee Member Erlenbusch. The motion passed unanimously 4-0.*

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins